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SAN FRANCISCO
BOARD OF SUPERVISORS

GOVERNMENT EFFICIENCY
AND LABOR COMMITTEE

MINUTES

This volume includes Calendars and Budget Analyst Memoranda.
Minutes of the meetings in this volume are not available.

CALENDAR

DOCUMENTS DEPT.

SEP - 6 1994

GOVERNMENT EFFICIENCY & LABOR COMMITTEE

SAN FRANCISCO
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BOARD OF SUPERVISORS

CITY AND COUNTY OF SAN FRANCISCO

RESCHEDULED MEETING

WEDNESDAY, SEPTEMBER 7, 1994-10:00 AM

Legislative Chamber, City Hall

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

* * * * *

Disability Access

The Board of Supervisors Committee Meeting Room (228) and the Legislative Chamber of the Board are on the second floor of City Hall.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



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The following services are available on request 72 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item:

- a. File 89-94-15. [SDI, Class 2560, Rehabilitation Coordinator] Resolution authorizing enrollment of Classification(s) 2560, Rehabilitation Coordinator in the State Disability Insurance Program. (Department of Human Resources)

ACTION:

- b. File 138-94-10. [Joint Powers Agreement, Victim Witness Assistance] Resolution authorizing the District Attorney to retroactively apply for, accept and expend funds of \$291,431 made available through the State Board of Control Victims of Crime Program, an agent of the State of California, for a project entitled "Joint Powers Agreement with Victim Witness Assistance Center" for FY 94-95 and including indirect costs of 5% of the total grant equaling \$14,572. (District Attorney)

ACTION:

- c. File 138-94-11. [Victim Witness Assistance Center] Resolution authorizing the District Attorney to apply for, accept and expend funds not to exceed \$350,000 made available through the Office of Criminal Justice Planning for a project entitled "Victim Witness Assistance Center" for the 12 month period of 7/1/94 through 6/30/95 and including indirect costs of \$17,500, which is 5% of the total grant. (District Attorney)

ACTION:

- d. File 68-94-11. [Shelter Plus Care Funds, 1994 Application] Resolution authorizing the Mayor to apply for, accept and administer a grant from the U.S. Department of Housing & Urban Development for a total amount not to exceed \$2,851,800 for the Shelter Plus Care Program authorized under Section 837 of the National Affordable Housing Act of 1990, Public Law 101-625; and ratifying actions previously taken. There will be no direct or indirect costs associated with the acceptance of these grant funds; see Files 68-93-6.1 and 79-93-2.3. (Mayor's Office of Housing)

ACTION:

- e. File 68-94-12. [Expenditure of Shelter Plus Care Grant Funds] Resolution authorizing the Mayor to expend a grant of Shelter Plus Care Funds from the U.S. Dept. of Housing & Urban Development in an amount not to exceed \$9,927,540 for a program authorized under Section 837 of the National Affordable Housing Act of 1990, Public Law Number 101-625. No direct or indirect costs are associated with the acceptance of these grant funds; see Files 68-93-6.1 and 79-93-2.3. (Mayor's Office of Housing)

ACTION:

- f. File 143-94-7. [Comprehensive Occupant Protection/Child Safety] Resolution authorizing the Chief of Police to apply for, accept and expend funds of \$550,000 for funding from the California Office of Traffic Safety for a project entitled "Comprehensive Occupant Protection/Child Safety Program" and waiving indirect costs per the attached guidelines. (Police Commission)

ACTION:

- g. File 143-94-8. [Traffic Offender Program] Resolution authorizing the Chief of Police to apply for, accept and expend funds of \$417,000 for funding from the California Office of Traffic Safety for a project entitled "Traffic Offender Program", and waiving indirect costs per the attached guidelines. (Police Commission)

ACTION:

- h. File 146-94-18. [Acceptance/Expenditure - State Grant Funds, DPH] Resolution authorizing the acceptance and expenditure of State Grant Funds by the Department of Public Health for 1994-95; see File 146-93-56. (Department of Public Health)

ACTION:

- i. File 146-94-19. [Grant - Federal - 1993 AIDS Case Definition Project] Resolution authorizing the Department of Public Health, AIDS Office, to apply for retroactively, accept and expend a grant of \$274,227, which includes indirect costs of \$31,022 based on 20% of salaries, from the Department of Health and Human Services, Centers for Disease Control and Prevention, to fund the Evaluation of the Impact of the 1993 AIDS Case Definition Project; providing for ratification of action previously taken. (Department of Public Health)

ACTION:

- j. File 146-94-20. [Contract Funds, Medi-Cal Managed Care Program] Resolution authorizing the Department of Public Health to accept and expend up to \$1,137,500 from the State Department of Health Services in 2 phases between 6/1/94 and 12/31/95 to develop a Medi-Cal Managed Care Local Initiative, and to execute a contract with Progress Foundation to use these funds to pay for costs related to development of the Local Initiative and the health delivery system in San Francisco, with the contractor to receive only minimal reimbursement for actual costs incurred to administer the contract; waiving indirect costs. (Department of Public Health)

ACTION:

- k. File 146-94-21. [State Grant, Outreach Case Mgt./Educ. Serv.] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau to apply for retroactively, accept and expend a grant of \$200,000, which includes indirect costs of \$3,293, based on 10% of salaries, from the State Department of Health Services, Maternal Child Health Branch for outreach, case management and educational services; providing for ratification of action previously taken. (Department of Public Health)

ACTION:

1. File 94-93-5. [Grant - Federal Funds] Resolution authorizing PUC to apply for, accept and expend \$12,294,088 of Federal Surface Transportation Program/Congestion Management Air Quality Capital Assistance, \$1,316,340 of Federal Aid Urban Systems Capital Assistance, \$1,000,000 of Federal Enhancement Program Assistance and \$3,607,203, from various local match sources such as State Transit Capital Improvement funds, State Urban Rail Bond funds, State Clean Air and Transportation Improvement Act Bond funds, Regional local match funds such as State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Regional Measure One funds, Gas Tax Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation funds, the San Francisco County Sales Taxes, Port of San Francisco funds, and/or Catellus Corporation funds for 9 Municipal Railway Projects. (Public Utilities Commission)

ACTION:

- m. File 148-94-5. [Grant - State, TDA Funds for Public Works Projects] Resolution authorizing the Director of Public Works to execute the necessary documents to apply for, accept, and expend \$400,000 of Transportation Development Act (TDA) Article 3 Funds for Public Works projects, including all indirect costs. (Department of Public Works)

ACTION:

REGULAR CALENDAR

2. File 39-94-10. [Grand Jury Report] Hearing to consider the final report issued by the 1993-94 Civil Grand Jury entitled "Senior Escrow Program". (Grand Jury)
(Consideration continued from 8/16/94)

ACTION:

3. File 39-94-11. [Grand Jury Report] Hearing to consider the final report issued by the 1993-94 Civil Grand Jury entitled "San Francisco Fire Department-Labor Cost Management". (Grand Jury)
(Consideration continued from 8/16/94)

ACTION:

4. File 93-94-22. [MOU, Union of American Physicians/Dentists, 8-CC] Ordinance implementing the fiscal provisions of the Memorandum of Understanding between the Union of American Physicians and Dentists for Bargaining Unit 8-CC and the City and County of San Francisco; companion measure to File 93-94-22.1. (Department of Human Resources)

ACTION:

5. File 93-94-22.1. [MOU, Union of American Physicians/Dentists, 8-CC] Resolution ratifying Memorandum of Understanding between the Union of American Physicians and Dentists for Bargaining Unit 8-CC and the City and County of San Francisco; see File 93-94-22. (Department of Human Resources)

ACTION:

6. File 93-94-23. [MOU, Physicians & Dentists, Units 11-AA] Ordinance implementing the fiscal provisions of the Memorandum of Understanding between the Union of American Physicians and Dentists for Bargaining Unit 11-AA and the City and County of San Francisco; see File 93-94-23.1. (Department of Human Resources)

ACTION:

7. File 93-94-23.1. [MOU, Union of American Physicians/Dentists, 11-AA] Resolution ratifying Memorandum of Understanding between the Union of American Physicians and Dentists for Bargaining Unit 11-AA and the City and County of San Francisco; see File 93-94-23. (Department of Human Resources)

ACTION:

8. File 93-94-24. [MOU, Fire Management Unit, Arbitrator's Award] Ordinance implementing the fiscal provisions of the arbitrator's award covering the Fire Management Unit; see File 222-94-1. (Department of Human Resources)

ACTION:

9. File 93-94-25. [MOU, Police Management Unit, Arbitrator's Award] Ordinance implementing the fiscal provisions of the arbitrator's award covering the Police Management Unit; see File 222-94-1. (Department of Human Resources)

ACTION:

10. File 97-94-56. [Agreements, DPH/Public Health Foundation Enterprises] Ordinance amending Administrative Code by adding Section 19A.33 to permit the Department of Public Health to enter into agreements with the Public Health Foundation Enterprises, Inc. enabling the Department of Public Health to provide research services for HIV Vaccine Preparedness Studies. (Department of Public Health)

ACTION:

11. File 172-94-31. [Mutual Aid Agreement, Water Agencies] Resolution authorizing the General Manager of PUC to execute a Mutual Aid Agreement with other water agencies in State OES Region 2. (Public Utilities Commission)

ACTION:

12. File 244-94-3.2. [Presidio Power Bid] Resolution authorizing PUC to submit a bid and execute a contract with the National Park Service for the construction of a replacement electrical distribution system at the Presidio; see File 244-94-3.1. (Public Utilities Commission)

ACTION:

13. File 65-94-16. [Lease - Port & Humm Baby Associates] Ordinance approving lease agreement between Humm Baby Associates and San Francisco, operating by and through the Port Commission for a public plaza and park on Seawall Lot 329 (Bryant & the Embarcadero). (Port)

ACTION:

14. File 97-94-55. [Professional Membership] Ordinance amending Administrative Code Section 16.6-5 to authorize Hetch Hetchy Water & Power to join various organizations. (Public Utilities Commission)

ACTION:

15. File 64-94-15. [Lease Extensions, Sheriff and District Attorney] Resolution authorizing extension of existing leases of real property required by the Sheriff & District Attorney. (Real Estate Department)

ACTION:

16. File 64-94-16. [Lease of Property, 450 Seventh St., Police Dept.] Resolution authorizing a revocable license at 450 Seventh Street for the Police Department. (Real Estate Department)

ACTION:

17. File 172-94-30. [Agreement, Sheriff/University of California] Resolution authorizing the Sheriff's Department to enter into agreement with the University of California, San Francisco, for program evaluator services, which agreement provides for dual indemnification from claims or other damages which may arise as a result of performance under said Agreement. (Sheriff)

ACTION:

18. File 51-94-2. [Employee Claims] Hearing transmitting claims of employees, various departments, for reimbursement for personal property damaged and/or stolen in the line of duty. (Various Departments) (April 1, 1994 - June 30, 1994)

ACTION:

SPECIAL ORDER - 11:00 A.M.

19. File 286-94-1. [Small Business Advisory Commission] Hearing to consider the status of the Small Business Advisory Commission, its members and failure to meet. (Supervisors Hallinan, Alioto)

ACTION:

20. File 176-94-4. [Sprint Corporation Layoffs] Hearing to consider the recent decision by Sprint Corporation to close down its local affiliate, La Conexion Familiar, and to lay off its over 200 employees to affiliate with a labor union. (Supervisors Hallinan, Leal, Alioto, Maher, Bierman, Shelley)

ACTION:

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may move to meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

21. File 45-94-46. [Settlement of Litigation, Hyun Cho] Ordinance authorizing settlement of litigation of Hyun Cho against the City and County of San Francisco by payment of \$15,000. (Municipal Court No. 97-345) (City Attorney)

ACTION:

22. File 45-94-47. [Settlement of Litigation, Ebony Jones] Ordinance authorizing settlement of litigation of Ebony Jones against the City and County of San Francisco by payment of \$6,000. (Superior Court No. 947-476) (City Attorney)

ACTION:

23. File 45-94-48. [Settlement of Litigation, Steven Godbier] Ordinance authorizing settlement of litigation of Steven Godbier against the City and County of San Francisco by payment of \$30,000. (Superior Court No. 952-760) (City Attorney)

ACTION:

24. File 48-94-17. [Settlement of Claim, World Savings Loan Association] Resolution authorizing settlement of unlitigated claim of World Savings & Loan Association, in the sum of \$756,922.39 (consisting of \$607,555.40 in tax refunds and \$149,366.99 in interest) to be paid in four equal annual installments. (City Attorney)

ACTION:

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

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SEP - 7 1994

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September 2, 1994

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst *Recommendations...*
SUBJECT: September 7, 1994 Government Efficiency and Labor Committee Meeting

Item 1a - File 89-94-15

1. The proposed resolution would authorize enrollment of classification 2560, Rehabilitation Coordinator (at San Francisco General Hospital) in the State Disability Insurance (SDI) Program. The cost of SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant costs to the City, as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.3 percent of the first \$31,767 of gross salary for each employee (maximum of \$412.97 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

3. The following classification at San Francisco General Hospital, which is not represented by a bargaining unit, would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
2560	Rehabilitation Coordinator	1

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

4. The Department of Human Resources reports that it has received a petition requesting coverage signed by the employee in the Rehabilitation Coordinator classification.

Recommendation

Approve the proposed resolution.

Item 1b - File 138-94-10

Department: District Attorney

Item: Resolution authorizing the District Attorney to retroactively apply for, accept and expend funds in the amount of \$291,431, made available through the State Board of Control Victims of Crime Program; and including indirect costs of 5 percent of the total grant equaling \$14,572.

Grant Amount: \$291,431

Grant Period: July 1, 1994 through June 30, 1995

Source of Funds: State Board of Control

Project: Joint Powers Agreement with Victim Witness Assistance Center

Description: The proposed \$291,431 is a continuation grant, which will be used by the District Attorney's Office to provide verification services for victims of violent crime who seek compensation for unreimbursed financial losses due to crime. Compensation is made through the State Restitution Fund which is established through criminal fines and penalties. The State Board of Control has had a Joint Powers Agreement with San Francisco to provide these services since 1986.

Budget:	<u>Personnel</u>	<u>FTE</u>	
	Executive Director	0.10	\$6,267
	Coordinator	1.00	50,060
	Victim Witness Technicians	4.80	141,191
	Victim Witness Intake/Records	1.00	29,415
	Grant Manager	<u>0.10</u>	<u>4,351</u>
	Subtotal Salaries	7.00	\$231,284
	Fringe Benefits (14%)		<u>32,506</u>
	Subtotal Personnel		\$263,790

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

<u>Operating Expenses</u>	
Equipment Rental	\$627
Equipment Repair	627
Office Supplies	1,915
Telephone	4,019
Postage	661
Filing Cabinets	887
Reproduction	2,144
Travel	<u>2,189</u>
Subtotal Operating Expenses	13,069
<u>Indirect Costs (5 % of total grant)</u>	<u>14,572</u>
Total Project Budget	\$291,431

Required Match: None

Indirect Costs: \$14,572 - 5 percent of total grant

Comments:

1. The District Attorney's Office advises that the application for the proposed grant award has already been submitted. Additionally, the District Attorney's Office advises that expenditures have been incurred against the proposed grant funds, which have a start-up date of July 1, 1994. As such, the proposed legislation provides for the District Attorney to apply for, accept and expend the proposed grant funds retroactively.
2. The proposed grant in the amount of \$291,431 represents an increase of \$6,431, or 2.26 percent, over the previous grant award of \$285,000.
3. The \$2,189 requested for travel would be used to pay for room and board and training costs for two staff persons to attend two weeks of State-mandated training in Sacramento.
4. Attached is a Summary of Grant Request, as prepared by the District Attorney, for the proposed grant funds.
5. The District Attorney's Office has prepared a Disability Access Checklist for the proposed grant program, which is on file with the Clerk of the Board's Office.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Division District Attorney's Office
Section Victim Witness Bureau
Contact Person Felix Marin
Telephone 415-553-9044
Application Deadline 6/30/94
Notification Expected 7/22/94
Supervisors: Finance Committee _____
Full Board _____

II. Summary: (Cookbook/library; good address; teacher + groups served; services and providers)

III. Outcomes/Objectives:

IV. Effects of Reduction or Termination of These Funds:

V. Financial Information:

VL Data Processing

(costs included above)

VII. Personnel

District Attorney's Office General Fund; Office of Criminal Justice and Planning.

Will grant funded employees be retained after this grant terminates? If so, How?

VIII. Contractual Services: Open Bid N/A Sole Source N/A (If sole source, attach Request for Exceptions Form)

Item 1c - File 138-94-11

Department: District Attorney (DA)

Item: Resolution authorizing the District Attorney to apply for, accept and expend funds retroactively not to exceed \$350,000 available through the Office of Criminal Justice Planning for a project entitled "Victim Witness Assistance Center".

Grant Amount: \$350,000

Grant Period: July 1, 1994 through June 30, 1995

Source of Funds: California Office of Criminal Justice Planning (OCJP)

Project: Victim Witness Assistance Center

Description: This would be the eighteenth year of State funding for this project. The Victim Witness Assistance Center, administered by the District Attorney's Office, provides a broad range of services to victims of crime, including the following: (1) crisis intervention and emergency services (e.g., counseling and financial assistance); (2) information and referral services; (3) the filing of Victim of Crime Claim forms for compensation through the State Board of Control; (4) training and public awareness programs (e.g., presentations to community groups and public safety agencies); and (5) orientation to the local criminal justice agencies (e.g., provision of verbal or printed information to victims/witnesses on the location, procedures, and functions of local criminal justice agencies).

The District Attorney's Victim Witness Assistance Center has initiated special projects for the elderly, child victims, juveniles, the Asian and Latino communities, rape victims and the business community.

No. of Persons to be Served: Approximately 2,400 victims of crime.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

Budget:	<u>Personnel</u>	<u>FTEs</u>	<u>Amount</u>
	Executive Director	.24	\$14,294
	Program Coordinator	1.00	51,548
	Victim Witness Specialists	3.50	142,247
	Victim Witness Technician	1.00	28,005
	Grants Manager	.05	1,745
	Temporary Employees* (600 hours @ \$10/hr)	<u>.30</u>	<u>6,000</u>
	Subtotal		\$243,839
	Fringe Benefits		<u>27,158</u>
	Subtotal Personnel**	5.79	\$270,997
	<u>Operating Expenses</u>		
	Telephone		\$3,330
	Photocopy		1,777
	Office Supplies		1,586
	Emergency Assistance Fund		1,103
	Postage		547
	Travel		231
	Audit		<u>2,974</u>
	Subtotal Operating Expenses		\$11,548
	<u>Indirect Costs (5% of Total Program Budget)</u>		<u>\$14,871</u>
	Total Program Budget		\$297,416

*600 Temporary hours is the equivalent of 0.30 FTEs. The calculation of FTEs in this instance is only illustrative. The DA's Office has not requested additional FTEs for this program

**Temporary FTEs are not included in this calculation.

Required Match:	None
Indirect Costs:	Not to exceed \$17,500 or five percent of the total grant request of \$350,000.
Comments:	1. The DA's Office indicates that, since the proposed grant is a continuation grant, expenses have been incurred against the District Attorneys fiscal year 1994-95 grant account with the OCJP in order to continue providing services, and when the proposed grant funds are received, the account would be

BOARD OF SUPERVISORS
BUDGET ANALYST

reimbursed. Therefore, a retroactive provision has been included in the proposed resolution.

2. The \$350,000 amount of grant funding requested from the State OCJP exceeds the above identified budget of \$297,416 by \$52,584. Ms. Veronica Zecchini of the DA's Office reports that should the final award exceed the \$297,416 budgeted for the project, the additional funds would be appropriately allocated. At no time, however, would the indirect costs exceed \$17,500.

3. Given that the above budget details only \$297,416 of funding, the Budget Analyst recommends that the proposed resolution should permit the DA to apply for and accept the total \$350,000 of grant funds. However, the proposed resolution should be amended to restrict the authorization to expend funds to the detailed program budget of \$297,416, which includes indirect costs of \$14,871. The balance of \$52,584 should be placed on reserve, pending the receipt of additional budget details for the expenditure of these funds.

4. Attached is a Summary of Grant Request, as prepared by the District Attorney, for the proposed grant funds.

5. The District Attorney's Office has prepared a Disability Access Checklist for the proposed grant program, which is on file with the Clerk of the Board's Office.

Recommendation: Amend the proposed resolution to limit authorization to expend the grant funds to \$297,416 placing the balance of \$52,584 on reserve. Approve the proposed resolution, as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Letter of Intent to File a Grant Application
(submitted in triplicate)

To: The Board of Supervisors
Attn: Clerk of the Board

Request for authorization to submit a grant application as described below:

Department: District Attorney's Office, Victim Witness Bureau

Contact Person: Veronica Zecchini

Project Title: Victim Witness Assistance Center

Grant Source: Office of Criminal Justice Planning

Proposed (New / Continuation) Grant Project Summary:

The Victim Witness Assistance Center provides comprehensive services to victims of crime. In 1993-1994, approximately 2400 new clients received crisis intervention and follow-up counseling, court case notification, criminal justice system advocacy, and other supportive services to protect them from re-victimization and aid them in recovering in the aftermath of crime.

Amount of Grant Funding Applied for: \$297,416

Maximum Funding Amount Available: \$297,416

Required Matching Funds: 0

Number of Positions Created and Funded: 5.80

Amount to be Spent on Contractual Services: 0

Will Contractual Services be put out to Bid? N/A

Term of Grant: 7/1/94 - 6/30/95

Date Department Notified of Available funds: 6/3/94

Application Due Date: 9/2/94

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Grantee must be designated by the Board of Supervisors as the agency delivering comprehensive services to crime victims. Legislatively mandated services are described in Section 13835 of the Penal Code. Grantee must also guarantee to provide: translation services at the request of the victim, volunteer opportunities, field visits when appropriate, services to the elderly, assistance with victim compensation and confidentiality of counseling records.

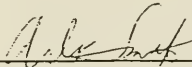
The grantor supplies administrative guidelines through the OJCP Grantee Handbook which is available to all grantees.

Assessment of Need for Grant Funding:

In establishing Victim Witness Assistance Centers, the Legislature declared: "That there is a need to develop methods to reduce the trauma and undue treatment victims and witnesses may experience in the wake of a crime..."

"It is, therefore, the intent of the Legislature to provide ways of improving attitudes of victims and witnesses toward the criminal justice system and to provide for faster and more complete victim recovery from the effects of crime through centers for victim and witness assistance."

The need for this program in San Francisco is clear when one recognizes that San Francisco ranks 10th in California population but eighth in crime. Analyzing crime statistics and victim profiles, the Victim/Witness Program has responded beyond the requirements and has initiated special projects for the elderly, child victims, juveniles, the Asian and Latin communities, rape victims, and the business community.



Department or Commission Approval

Item 1d - File 68-94-11

Department: Mayor's Office of Housing (MOH)

Item: Resolution authorizing the Mayor to apply for accept, and administer a grant from the U. S. Department of Housing and Urban Development for a total amount not to exceed \$2,851,800 for the Shelter Plus Care Program authorized under Section 837 of the National Affordable Housing Act of 1990, Public Law 101-625; and ratifying actions previously taken. There will be no direct or indirect costs associated with the acceptance of these grant funds. Separate future legislation will be submitted to the Board of Supervisors for authorization to expend the proposed grant.

Grant Amount: \$2,851,800

Grant Period: January 1, 1995 through December 31, 2000 (6 years)

Source of Funds: U. S. Department of Housing and Urban Development (HUD)

Project: Rental Assistance for Homeless Persons with Disabilities

Description: Legislation has previously been approved by the Board of Supervisors authorizing the MOH to apply for, accept and administer a grant for \$9,927,540 for a Rental Assistance program for homeless persons with disabilities. The \$2,851,800 funding requested in the proposed resolution would be in addition to the \$9,927,540 already awarded by the U. S. Department of Housing and Urban Development. Item 1e, File 68-94-12 of this report provides authorization for MOH to expend the \$9,927,540 of grant funds.

The Shelter Plus Care (S+C) Program is authorized by Title IV of the Stewart B. McKinney Homeless Assistance Act. S+C is designed to link rental assistance with supportive services for hard-to-serve homeless persons with disabilities (primarily those who are seriously mentally ill; have chronic problems with alcohol, drugs, or both; or have acquired immunodeficiency syndrome (AIDS) and related diseases) and their families. The program provides grants to be used for rental assistance for permanent housing for homeless persons with disabilities. Rental assistance grants must be matched in the aggregate by supportive services that are equal in value to the amount of rental assistance and appropriate to the needs of the population to be served. Recipients are chosen on a competitive basis nationwide.

BOARD OF SUPERVISORS
BUDGET ANALYST

The three overall goals of the HUD Shelter Plus Care program are to (1) establish residential stability, (2) increase skill and/or income, and (3) foster greater self-determination for the disabled homeless persons involved in this program

The Mayor's Office of Housing is responsible for administering and monitoring the S+C program. Grant funds may be used to pay for security deposits, damages, and the costs of administering the rental assistance. Up to eight percent of the grant may be used for administering the housing assistance.

MOH advises that they performed an informal solicitation of providers of services to homeless persons to determine which organizations would be utilized to provide the services for this portion of the program. Of the organizations responding to this informal solicitation process, three were selected. These organizations are as follows: The Tenderloin Housing Clinic, Saint Vincent DePaul Society, and Eclectic Communications, Inc. Funds from HUD will be used for rental assistance for 100 individuals living in Single Room Occupancy (SRO) and Studio housing units.

This portion of the program will serve only individual clients. These grant funds will not be made available to clients with families. All of the units will be set aside for the program for a period of five years, depending on the availability of funding from HUD.

Budget:	A detailed budget will be provided when the MOH requests authorization from the Board of Supervisors to expend the proposed funds.
Required Match:	None
No of Persons Served:	A maximum of 100 individuals (limited by the number and type of units; all living in SROs and Studios)
Indirect Costs:	None
Comments:	1. While MOH will have general oversight responsibilities for this project, the administration of the rental assistance portion of the Rental Assistance for Homeless Persons with Disabilities Program will be handled in the same manner as the \$9,927,540 grant (San Francisco Housing Authority will administer the actual rental assistance payments to clients).

2. The addition of this portion of the program would bring the total number of clients served to 322 and the total number of units dedicated to this project over the next 5 years to 313.

3. Housing certificates authorizing use and rental payment reimbursements for specific units (100) will be issued by HUD. The housing certificates issued for this portion of the program will be retained by the non-profit organizations providing the services to the clients. Applicants for housing will be interviewed and screened by the non-profit organizations. When a client leaves the program, the housing certificate is retained by the non-profit and a new client will be placed in the same housing slot.

The following chart details the number of units and grant amounts proposed for each participating non-profit agency.

<u>Non-Profit Agency</u>	<u>Current Number of Housing Units</u>	<u>Amount of Existing Grant (4)</u>	<u>Additional Number of Housing Units</u>	<u>Amount of This Request (3)</u>	<u>Total Number of Units</u>	<u>Total</u>
Chemical Awareness and Treatment Serv., Inc.	2	\$303,821	0	\$0	2	\$303,821
Conard House	111	5,556,377	0	0	111	5,556,377
Episcopal Community Services	70	2,020,872	0	0	70	2,020,372
Tenderloin Neighborhood Development Corp.	30	1,252,267	0	0	30	1,252,267
Tenderloin Housing Clinic	0	0	45	1,242,000	45	1,242,000
Saint Vincent DePaul Society	0	0	45	1,242,000	45	1,242,000
Eclectic Communications	0	0	10	367,800	10	367,800
Administration SF Housing Authority	—	<u>794,203</u>	—	—	—	<u>794,203</u>
Totals	213	\$9,927,540	100	\$2,851,800	313	\$12,779,340

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

4. Based on current proposals, the 100 units proposed with these grant funds will most likely be located in the Tenderloin neighborhood. However, the MOH reports that other locations could be selected at a later date.

5. Mr. Joe LaTorre of the Mayor's Office of Housing does not anticipate that any additional solicitation or RFP process would be required prior to beginning this phase of the program.

6. Attached is a Summary of Grant Request, as prepared by the Mayor's Office of Housing, for the proposed grant funds.

Recommendation: Approve the proposed resolution.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Mayor's Office of Housing

Contact Person: Joe LaTorre Telephone: 554-8788

Project Title: Shelter Plus Care Program

Grant Source: U.S. Department of Housing and Urban Development

Proposed (~~XXXX~~ / Continuation) Grant Project Summary:

Rental assistance for housing homeless individuals with disabilities. Funds will be allocated to specific housing/supportive services agencies to provide housing subsidies for five to ten years. Administration of the assistance payments will be the responsibility of the San Francisco Housing Authority.

This resolution is to authorize the Mayor to apply for funds.

Amount of Grant Funding Applied for: \$2,851,800

Maximum Funding Amount Available: \$3,000,000

Required Matching Funds: none

Number of Positions Created and Funded: none

Amount to be Spent on Contractual Services: \$2,851,800

Will Contractual Services be put out to Bid? no

Grant Application Information Form
Page 2

Term of Grant: ~~Five~~ to ten years

Date Department Notified of Available funds: May 17, 1994

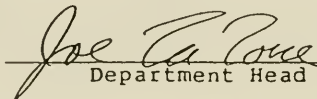
Application Due Date: July 5, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Funds can be used only to pay costs of rental assistance for homeless individuals with disabilities, plus a maximum of 8% in administrative expenses. Administration of the grant will be carried out by the San Francisco Housing Authority in the same manner as the Section 8 Existing Housing Certificate program. The City will not incur direct or indirect administrative costs.

Assessment of Need for Grant Funding:

The provision of housing assistance for homeless individuals with disabilities is an extremely high priority for the City.



Department Head Approval

Item 1e - File 68-94-12

Department: Mayor's Office of Housing (MOH)

Item: Resolution authorizing the Mayor to expend a grant for Shelter Plus Care Funds from the U. S. Department of Housing and Urban Development in a total amount, not to exceed \$9,927,540 for a program authorized under Section 837 of the National Affordable Housing Act of 1990, Public Law Number 101-625, and acknowledging that there will be no direct or indirect costs associated with the acceptance of these funds.

Grant Amount: \$9,927,540

Grant Period: 10 years from September, 1994 through September, 2004

Source of Funds: U. S. Department of Housing and Urban Development (HUD)

Project: Rental Assistance for Homeless Persons with Disabilities

Description: The Board of Supervisors previously approved legislation authorizing the Mayor to apply for, accept and administer this grant from the U. S. Department of Housing and Urban Development (File 68-93-6). The Shelter Plus Care (S+C) Program is authorized by Title IV of the Stewart B. McKinney Homeless Assistance Act. S+C is designed to link rental assistance to supportive services for hard-to-serve homeless persons with disabilities (primarily those who are seriously mentally ill; have chronic problems with alcohol, drugs or both; or have acquired immunodeficiency syndrome (AIDS) and related diseases) and their families. The program provides grants to be used for rental assistance for permanent housing for homeless persons with disabilities. Rental assistance grants must be matched in the aggregate by supportive services that are equal in value to the amount of rental assistance and appropriate to the needs of the population served. Recipients are chosen on a competitive basis nationwide.

The three overall goals of the HUD Shelter Plus Care program are to (1) establish residential stability, (2) increase skill and/or income, and (3) foster greater self-determination for the disabled homeless persons involved in this program.

The Mayor's Office of Housing is responsible for administering and monitoring the S+C program. The proposed grant funds would be allocated by the MOH to four non-profit homeless service providers. Grant funds may be

BOARD OF SUPERVISORS
BUDGET ANALYST

used to pay for security deposits, damages, and the costs of administering the rental assistance. Up to eight percent of the grant may be used for administering housing assistance.

Non-profit homeless service providers were selected by a Request for Proposal (RFP) process which took place in May of 1993. MOH received six applications in response to the RFP and selected four non-profit organizations. The four selected non-profit organizations are as follows: 1) Tenderloin Neighborhood Development Corporation (TNDC), 2) Conard House, 3) Chemical Awareness and Treatment Services (CATS), and 4) Episcopal Community Services. Funds from HUD will be used for rental assistance for a total of 222 individuals living in a total of 213 units of housing dedicated to the S+C program (some of the units would be shared).

Individuals receiving rental assistance will include the following:

Individuals with dual diagnosed disabilities (mental illness and substance abuse)	133
Individuals with mental illness as a primary diagnosis	55
Individuals suffering form AIDS	<u>34</u>
Total	222

Total units of housing dedicated to the S+C
program would be allocated in the following
manner:

Project-based Rental Assistance (PRA) Program	72
Sponsor-based Rental Assistance (SRA) Program	81
Single Room Occupancy (SRO) Program	<u>60</u>
Total	213

All 60 units in the SRO program and 2 units in the PRA program will be in the S+C program for ten years; the remaining units in the PRA program (70) and SRA units (81) will be in the program for five years.

Budget: The funds have been allocated in the following manner:

<u>Non-Profit Agency</u>	<u>Average Annual Allocation</u>	<u>Allocation over Grant Term</u>	<u>Length of Grant Term</u>
Chemical Awareness and Treatment Services, Inc.	\$30,382	\$303,821	10 years
Conard House, Inc.:			
240 Hyde Street	150,122	750,610	5 years
149 9th Street	144,348	721,740	5 years
132-148 Jones St.	408,403	4,084,027	10 years
Episcopal Community Services	404,174	2,020,872	5 years
Tenderloin Neighborhood Development Corporation	<u>250,453</u>	<u>1,252,267</u>	5 years
Subtotal	\$1,387,882	\$9,133,337	
Administration (San Francisco Housing Authority)*	<u>\$79,420</u>	<u>\$794,203</u>	
Totals	\$1,467,302	\$9,927,540	

*Administration includes: administration of rental assistance payments, Housing Quality Standards inspections, tenant rent calculations, and damage payments.

Required Match: None

Indirect Costs: None

Comments:

1. While the term of the grant is ten years, the majority of the units have been set aside and funded for a five year period.
2. Mr. Joe LaTorre of the MOH has indicated that HUD will most likely fund the programs implemented by these grant funds for the full ten years. In the event HUD does not provide adequate funding for the full term of the grant, the Conard House providing services at Hyde Street and 9th Street, the Episcopal Community Services and the Tenderloin Neighborhood Development Corporation locations

BOARD OF SUPERVISORS
BUDGET ANALYST

will need to either change the population they are serving in order to avail themselves of other resources or reduce the services provided.

3. Calculations for rental assistance payments are based on the same formula used to determine Section 8 assistance payments. Each client will pay 30 percent of their income for rent with the balance of the rent to be paid from grant funds.

4. HUD has based the rental assistance payment portion of the grant award on the assumption that all of the clients have zero income. The MOH however, assumes that a majority of the clients do have some income thereby lowering the amount of the grant which would be drawn down in the first year. In subsequent years, the additional funds available could be used to secure additional units or to increase rental assistance payments to existing clients due to increases in market rents.

5. As previously noted, the term of the grant is from September, 1994 through September, 2004. However, retroactive approval is not required as no expenditures have occurred on this project at this time.

6. Attached is a grant summary, as prepared by MOU, for the proposed grant funds.

7. The MOH has prepared a Disability Access Checklist which is included in the Clerk of the Board's file.

Recommendation: Approve the proposed resolution.

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Mayor's Office of Housing

Contact Person: Joe LaTorre Telephone: 554-8788

Project Title: Shelter Plus Care Program

Grant Source: U.S. Department of Housing and Urban Development

Proposed (New / ~~Continuation~~) Grant Project Summary:

Rental assistance for housing disabled individuals. Funds will be allocated to specific housing/supportive service agencies to provide housing subsidies for a period of five to ten years. Administration of the assistance payments will be handled by the San Francisco Housing Authority.

This resolution is to authorize the Mayor to expend grant funds. Authorization to apply for and accept was granted by Resolution 511-93.

Amount of Grant Funding Applied for: \$9,927,540

Maximum Funding Amount Available: \$9,927,540

Required Matching Funds: none

Number of Positions Created and Funded: none

Amount to be Spent on Contractual Services: \$9,927,540

Will Contractual Services be put out to Bid? no

Term of Grant: 10 years

Date Department Notified of Available funds: December 1993

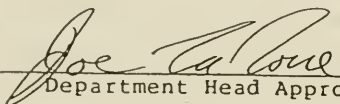
Application Due Date: July 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Funds can be used only to pay costs of rental assistance for homeless individuals with disabilities, plus a maximum of 8% in administrative expenses. Administration of the grant will be carried out by the San Francisco Housing Authority in the same manner as the Section 8 Existing Housing Certificate program. The City will not incur direct or indirect administrative costs.

Assessment of Need for Grant Funding:

The provision of housing assistance for homeless individuals with disabilities is an extremely high priority for the City.



Department Head Approval

DISABILITY ACCESS CHECKLIST FOR GRANT APPLICANTS

Mayor's Office of Housing

Name of Department or Agency

Shelter Plus Care Program

Name of Program or Service

10 United Nations Plaza, Suite 600

Address

Joe LaTorre

554-8788

Contact Person (Designated 504 Coordinator)

Phone

U.S. Department of Housing and Urban Development

Funding Agency

This grant is intended for activities at a:

This grant will fund a:

- ☐ New Site
☒ Existing Site
☐ Rehabilitation of Existing Site
☐ Multiple Sites (please list) _____

- ☒ New Program or Service
☐ Existing Program or Service
☐ Multiple Programs or Services

Physical:

1. The program or service is wheelchair accessible for:
paths of travel Yes ☒ No ☐
restrooms Yes ☒ No ☐
areas where services are provided Yes ☒ No ☐
2. Signage for sight-impaired:
in elevators Yes ☒ No ☐
marking paths of travel Yes ☐ No ☒
3. Transportation is accessible
if transportation is provided: N.A. Yes ☐ No ☐

Programmatic:

4. Eligibility criteria for the service or program do not
exclude people with disabilities Yes ☒ No ☐
5. Complete data is maintained concerning number of
disabled persons who participate in the program and
the extent and type of their disabilities Yes ☒ No ☐
6. Program materials are offered, or can be made
available, in alternative forms (e.g. Braille, large
print, cassette) Yes ☒ No ☐ SOME

7. Regular outreach is made to the disabled community, which includes notice of non-discrimination on basis of disability Yes ☐ No ☒
8. Applicant is willing to make reasonable accommodations in program or service delivery (e.g. offering readers, notetakers, sign language interpreters, and smoke-free environments) Yes ☒ No ☐
9. Employment outreach includes the disabled community Yes ☐ No ☐ N.A.
10. If program or service not fully accessible, referrals can be made to similar services that are accessible Yes ☐ No ☒

Other:

11. Disability awareness training has been provided to program or department staff by:
City sponsored training Yes ☐ No ☒
Other training Yes ☐ No ☒
12. Grantee has communicated with the individual or agency responsible for enforcing compliance with disability rights legislation applicable to the federal, state, or local funding agency and has been informed what steps are necessary to ensure compliance with all applicable laws. Yes ☒ No ☐
13. Grantee has performed all actions deemed necessary by funding agency to ensure compliance with disability rights legislation Yes ☒ No ☐

Additional Comments:

(Please list additional pertinent information)

Verified by:

Joe LaTone, Deputy Director
Department Head, Executive Director or Appointing Officer

NOTE: Please attach any other information or documentation which you consider relevant to this checklist

WARNING: Completion of this Checklist is not a substitute for consultation with the City Attorney and the funding agency concerning specific federal, state or local disability rights legislation, regulations, or requirements applicable to particular projects, programs or services.

Item 1f - File 143-94-7

Department: Police Department

Item: Resolution authorizing the Chief of Police to apply for, accept and expend funds in the amount of \$550,000, from the California Office of Traffic Safety, and waiving indirect costs.

Grant Amount: \$550,000

Grant Period: October 1, 1994 through December 31, 1997 (3.25 years)

Source of Funds: California Office of Traffic Safety

Project: Comprehensive Occupant Protection/Child Safety Program

Description: The proposed new grant funds would be used by the Police Department to implement a project aimed at educating and increasing the awareness of the citizens of San Francisco regarding the use of seat belts and child restraint seats. Specific project services would include (1) safety presentations on this subject matter at schools, community meetings, neighborhood watch groups and homeowner association meetings, (2) conducting seat belt/child restraint checkpoints, which would involve citing violators and distributing educational material in various languages promoting the need to use seat belts and child restraint devices and (3) providing child restraint seats at low or no cost to low-income individuals.

Required Match: \$162,000 (In-kind - included in the Department's budget)

Indirect Costs: None - indirect costs are not allowed by the grantor

Comments:

1. The Police Department advises that it has not, as yet, received formal approval from the grantor for the proposed grant funds. As such, the Department is uncertain as to the actual amount of grant funds that will be allocated to the City. Therefore, the proposed resolution should be amended to delete authorization for the Department to accept and expend the proposed grant funds from the title and the body of the legislation.
2. The Police Department will submit a detailed budget along with a Summary of Grant Request for the proposed grant funds when it submits its request to accept and expend these funds to the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. The Police Department also advises that it has already submitted the application for the proposed grant funds. The proposed legislation includes a provision for authorizing the Police Department to apply for the proposed grant retroactively in the body of the legislation but not in the title of the legislation. As such, the title of the legislation should be amended to also include the provision authorizing the Police Department to apply for the proposed funds retroactively.

- Recommendation:**
1. Amend the proposed resolution to delete authorization for the Police Department to accept and expend the proposed grant funds from the title and body of the legislation.
 2. Amend the title of the proposed resolution to include the provision authorizing the Police Department to apply for the proposed funds retroactively.
 3. Approve the resolution as amended.

Item 1g - File 143-94-8

Department: Police Department

Item: Resolution authorizing the Chief of Police to apply for, accept and expend new grant funds in the amount of \$417,000 from the California Office of Traffic Safety, and waiving indirect costs.

Grant Amount: \$417,000

Grant Period: October 1, 1994 through December 31, 1996 (2.25 years)

Source of Funds: California Office of Traffic Safety

Project: Traffic Offender Program (a new program)

Description: The proposed new grant funds would be used by the Police Department to implement a Traffic Offender Program. This program would target drivers who have suspended or revoked licenses and impound their vehicles when arrested until after the defendant has received a court trial. Under the proposed project, the following activities would be initiated: (1) a Deputy District Attorney and a District Attorney's Student Intern position would be hired to prosecute drivers who have suspended/revoked licenses, (2) the Police Department and District Attorney would coordinate the processing of cases involving such drivers in order to minimize delays and shorten trial date times, (3) a computerized tracking system would be established for towed vehicles and drivers with suspended/revoked licenses and (4) with the use of computer tracking, uniformed officers would be trained in proper citing procedures and used at traffic safety checkpoints.

The Police Department advises that in the interim since the proposed legislation was drafted, the Department has been notified by the State grantor that the actual amount of the grant to be received by the City is \$331,994 or \$85,006 less than the original estimated amount of \$417,000.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

Budget:

	10/1/94 <u>9/30/95</u>	10/1/95 <u>9/30/96</u>	10/1/96 <u>12/31/96</u>	Total Cost to Project
<u>Personnel</u>				
Deputy District Attorney	\$76,891	\$80,727	\$20,182	\$177,800
Student Intern	10,483	11,262	2,816	24,561
Overtime				
(1,064 hrs. @ \$40.893)	43,507	0	0	43,507
Fringe Benefits (23%)	<u>17,895</u>	<u>18,785</u>	<u>4,696</u>	<u>41,376</u>
Subtotal	\$148,776	\$110,774	\$27,694	\$287,244
<u>Operating Expenses</u>				
<u>Travel</u>				
Room and Board, Air				
Fare and Conference				
Fees for 2 Staff to attend				
a State Mandated				
Conference in San Diego	\$3,000	\$3,000	0	\$6,000
Computer workstations (2)	8,000	0	0	8,000
Software	5,000	0	0	5,000
Fax machine	750	0	0	750
<u>Publicity, Education Training</u>				
Materials	10,000	3,000	1,000	14,000
Printing & Postage	4,000	1,000	500	5,500
Telephone	<u>4,000</u>	<u>1,000</u>	<u>500</u>	<u>5,500</u>
Subtotal	\$34,750	\$8,000	\$2,000	\$44,750
Total	\$183,526	\$118,774	\$29,694	\$331,994

Required Match: \$162,000 (In-kind services included in the Department's budget)

Indirect Costs: None - the State grantor does not allow indirect costs

Comments:

1. The Police Department advises that if the grant funds are reduced or eliminated, the proposed project positions would be reduced or terminated accordingly.
2. Attached is a Summary of Grant Request, as prepared by the Police Department, for the proposed grant funds.
- 3 The Police Department has prepared a Disability Access Checklist for the proposed grant program which is on file with the Clerk of the Board's Office.
4. The Police Department advises that the grant application has already been submitted. The proposed legislation includes a provision for authorizing the Police Department to

BOARD OF SUPERVISORS
BUDGET ANALYST

apply for the proposed grant retroactively in the body of the legislation but not in the title of the legislation. As such, the title of the legislation should be amended to also include the provision authorizing the Police Department to apply for the proposed funds retroactively.

Recommendations: 1. Amend the title of the proposed resolution to include the provision authorizing the Police Department to apply for the proposed funds retroactively and approve the proposed resolution as amended.

2. Approval of this new grant program is a policy matter for the Board of Supervisors.

JUL-16-1992 16:55 FROM

TO

55531554

PAGE 2
P.02

Item No. _____

Summary of Grant Request

Rev. 4/10/90

Grantor Office of Traffic Safety
 Contact Person Chris Murphy
 Address 4000 Franklin Blvd Ste 400
Sacramento CA 95823
 Amount Requested \$ 3331,994
 Term: From 10/01/94 To 12/31/96
 Health Commission _____

Division Special Ops.
 Section Traffic Company
 Contact Person Off. David Ambrose #253
 Telephone (415) 553-1619
 Application Deadline 08/31/94
 Notification Expected 11/06/94
 Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 331,994 from the period of 10/01/94 to 12/31/96 to provide funding for the traffic offender program and services.

Summary: ~~(Continuation of previous grant, no new money)~~
 Program would target worst violators of driving on a suspended drivers license and impound their vehicles as evidence when arrested. A dedicated traffic attorney and part-time clerk would be hired to prosecute all cases. Goal would be to increase conviction rate to over 80%. This program would reduce hit and run accidents and increase driver responsibility.

Outcomes/Objectives:
 Reduction of drivers driving on a suspended drivers license, reduction hit & run accidents, increased prosecution of 14601 CVC violations, tracking of suspended/revoked/unlicensed drivers.

Effects of Reduction or Termination of These Funds:
 administrative fee approved - no change.
 administrative fee not approved, the District Attorney's office will have to determine whether to keep additional DA and clerk.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$331,994			
Personnel			\$287,244			
Equipment			\$8,750			
Contract Svc.						
Mat. & Supp.			\$30,000			
Facilities/Space						
Other			\$6,000			
Indirect Costs						

VI. Data Processing

(none included shown)

VII. Personnel

P/T CSC

P/T CSC

Contractual

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, how?

Yes, one full time District Attorney and one part time clerk will be funded by an administrative fee (ordinance 17022A T.C) passed by Board of

*VIII. Contractual Services: Open Bid _____ Sole Source _____ Supervisor: _____

Item 1h - File 146-94-18

Department: Department of Public Health (DPH)

Item: Resolution authorizing the acceptance and expenditure of State grant funds by the Department of Public Health for FY 1994-95.

Description: Under Section 11.1 of the Administrative Provisions of the FY 1994-95 Annual Appropriation Ordinance, as previously approved by the Board of Supervisors, 39 recurring grants included in DPH's 1994-95 budget have met the requirements of Section 10.170 of the San Francisco Administrative Code, which outlines the guidelines and regulations for the City's application and receipt of grant funds.

Since these grant funds were included in the 1994-95 budget and since the Board of Supervisors authorized the budgetary expenditures for such grants, the DPH, in accordance with Section 11.1 of the Administrative Provisions of the Annual Appropriation Ordinance, is not required to submit separate resolutions to the Board of Supervisors seeking authorization to accept and expend each of these recurring grants. However, according to the DPH, State regulations require that acceptance and expenditure of any State grant by a local jurisdiction must be accompanied by a resolution of the local governing body. As such, the proposed resolution would authorize the DPH to accept and expend the 39 recurring grants, which are included in the DPH's 1994-95 budget and are identified in Schedule A of the proposed resolution (see Attachment).

Comments:

1. Of the 39 grants, 23 include indirect costs totaling \$653,745. A total of ten grants provide funding in the total amount of \$5,735,905 for AIDS/HIV treatment, prevention, research, testing and other support services. This \$5,735,905 represents 31.7 percent of the overall \$18,121,211 amount for the 39 grants.
2. As indicated above, approval of this legislation would be consistent with the Administrative Provisions of the Annual Appropriation Ordinance as previously approved by the Board of Supervisors.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH
RECURRING FY 1994-95 STATE GRANTS - SCHEDULE A

Div.	Agency	State Contract #	FY 94-95 Grant Term	FY 94-95 Grant Amt.	FY 94-95 Indirect Costs	Indirect Cost Information	Title, Services, FY 1994-95 Proj. #
S	State	Not Available	7/1/94-6/30/95	\$286,595	-0-	No Indirect costs; direct services costs only	Primary Care, Early Intervention Services to prevent/delay progression of disease resulting from HIV. (459)
S	State	Not Available	7/1/94-6/30/95	\$86,778	-0-	No Indirect costs; direct services costs only	Residential AIDS Shelter for homeless persons. (446)
S	State	Not Available	7/1/94-6/30/95	\$2,025,315	-0-	No Indirect costs; direct services costs only	AIDS Drug Program AIDS drug program for low income residents of S.F. (412)
S	Fed/State	Not Available	7/1/94-6/30/95	\$1,137,405	-0-	No Indirect costs; direct services costs only	CARE Title II - Year 04/05 Comprehensive AIDS resources emergency disaster relief. (481)
S	State	Not Available	7/1/94-6/30/95	\$711,000	\$25,497	20% of Salaries	State Education and Prevention Coordination, quality assurance and HIV/AIDS education services to targeted populations. (432)
S	State	Not Available	7/1/94-6/30/95	\$349,200	-0-	All costs are for AIDS infrastructure support only	Local Assistance Block Grant AIDS Office Infrastructure support. (427)
S	State	Not Available	7/1/94-6/30/95	\$763,900	\$35,460	20% of Salaries	HIV Testing Program Anonymous and confidential HIV testing services. (439)
IS	State	Not Available	7/1/94-6/30/95	\$119,773	-0-	No Indirect costs; direct services costs only	Vocational Services Job program for psychiatric clients. (648)
IS	State	Not Available	7/1/94-6/30/95	\$30,584	-0-	No Indirect costs; direct services costs only	Primary Prevention Elementary school-based primary prevention project for early detection and intervention for mental health problems. (647)

CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH
RECURRING FY 1994-95 STATE GRANTS - SCHEDULE A

Div.	Agency	State Contract #	FY 94-95 Grant Term	FY 94-95 Grant Amt.	FY 94-95 Indirect Costs	Indirect Cost Information	Title, Services, FY 1994-95 Proj. #
MHS	State	Not Available	7/1/94-6/30/95	\$173,604	\$3,575	2.06% of Costs	McKinney PATH Mental health services for mentally ill who are homeless or at risk of becoming homeless. (644)
MHS	State	Not Available	7/1/94-6/30/95	\$100,000	\$2,000	2% of Costs	HIV Substance abuse services to people with HIV/AIDS. (646)
MHS	State	Not Available	7/1/94-6/30/95	\$164,000	\$3,280	2% of Costs	AIDS/ARC Residential AIDS/ARC/HIV mental health residential and adult day services. (645)
MHS	Fed/State	Not Available	7/1/94-6/30/95	\$283,000	\$14,150	5% of Costs	SAMSHA Block - Grant Funding Base Mental Health consultation and education services. (642)
MHS	Fed/State	Not Available	7/1/94-6/30/95	\$596,503	0-	No indirect costs; direct services costs only	SAMSHA SB 483 Augmentation - Integrated Services System. (642)
MHS	Fed/State	Not Available	8/1/94-7/31/95	\$481,681	\$15,215	3.16% of Costs	SAMSHA AB 2476 Augmentation - Provide services to children & youth who are seriously & emotionally disturbed, and their families. (643)
OXCS	State	4-015-560-0	7/1/94-6/30/95	\$451,899	\$55,611	21% of Salaries	LUST-LOP Project Local oversight of cleanup activities at leaking underground storage tank sites. (485)
DMIN	State	EMS-3050	7/1/94-6/30/95	\$95,200	\$15,800	25% of Salaries	EMS Data Linkage Project Create database linking dispatch, field and hospital outcome data on all patients in the EMS system. (490)
DMIN	Fed/State	Not Available	10/1/94-9/30/95	\$29,959	\$2,209	10% of Costs	Preventive Health and Health Services Block Grant Health Incentives - 314D Funds
							Financial assistance to local health agencies for support of comprehensive health services. (471)

CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH

RECURRING FY 1994-95 STATE GRANTS - SCHEDULE A

Div.	Agency	State Contract #	FY 94-95 Grant Term	FY 94-95 Grant Amt.	FY 94-95 Indirect Costs	Indirect Cost Information	Title, Services, FY 1994-95 Proj. #
MIN	State	89-97927	7/1/94-6/30/95	\$390,566	\$49,298	15% of Salaries	AB 75 Health Education (501) Tobacco Control
MIN	State	89-97927	7/1/94-6/30/95	\$192,368	\$9,668	10% of Salaries	AB 75 Perinatal (505)
AS	State	1-UD3 - SM/ TI 51531-01	9/30/94-8/31/95	\$198,785 (Estimate)	\$3,859 (Estimate)	2% of Costs	Treatment Manual Evaluation Placemant manual for homeless in need of substance abuse and mental health services. (507) Note: This Grant has not yet been renewed for the 1994-95 Fiscal Year.
AS	Fed/State	1-U95- T1 00689-04	9/30/94-9/29/95	\$2,000,000	-0-	No indirect costs; direct services costs only	Target City Centralized substance abuse treatment enhancement and placement. (514) Note: This Grant has not yet been renewed for the 1994-95 Fiscal Year.
AS	Fed/State	5-H86 SP 1172-05	20/1/94-1/31/95	\$397,576	\$20,156	20% of Salaries	SOS Substance abuse services for pregnant and post-partum low-income women and infants. (335)
AS	State	Not Available	10/1/94-9/30/95	\$194,088	-0-	No indirect costs; direct services costs only	Prevention of Substance Abuse for Youth. (720)
C	State	91-13496	10/1/94-9/30/95	\$336,124	-0-	No indirect costs; direct services costs only	Breast and Cervical Cancer Control Program (BCCCP) Outreach, education, screening and follow-up for low income women. (456)
C	State	Not Available	10/1/94-9/30/95	\$91,056	-0-	No indirect costs; administrative costs to contractors only	CDC Basic Refugee TB/communicable disease control, health education and counseling services to refugees. (442)

CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH

RECURRING FY 1994-95 STATE GRANTS - SCHEDULE A

Div.	Agency	State Contract #	FY 94-95 Grant Term	FY 94-95 Grant Amt.	FY 94-95 Indirect Costs	Indirect Cost Information	Title, Services, FY 1994-95 Proj. #
CC	State	Not Available	10/1/94-6/30/95	\$290,117	-0-	No indirect costs; administrative costs to contractors only	Immigrant Public Health Immigrant public health services and refugee preventive health services. (449)
HS	State	Not Available	10/1/94-9/30/95	\$1,521,080	\$78,024	10% of Salaries	WIC Program Nutrition services to women and infants. (436)
HS	State	94-20214	7/1/94-6/30/95	\$489,056	\$3,493	1% of Salaries	OPF Family Planning Family planning, pregnancy testing, medical exams for low income residents. (419)
HS	State	Not Available	7/1/94-6/30/95	\$12,708	\$1,200	10% of Total Costs	Dental Education Services Education screening and follow-up services for pre-end elementary school children. (422)
HS	State	94-19541	7/1/94-6/30/95	\$258,575	\$6,445	10% of Salaries	MCH Perinatal (CPO) Comprehensive perinatal outreach services & tobacco cessation for women and children. (478) Note: This Grant may not be continued in the 1994-95 Fiscal Year.
PHS	State	94-19541	7/1/94-6/30/95	\$479,124	\$32,401	10% of Salaries	Perinatal, MCH Allotment Coordination and advocacy for programs and services targeting women and children. Fetal/Infant death review. Perinatal care guidance, with toll-free line (475)
PHS	State	94-90-SGF	7/1/94-6/30/95	\$32,893	-0-	No indirect costs; direct services only	Tuberculosis Subvention Outreach services to at-risk populations and the Directly Observed Therapy Program (DOT) for gathering data on drug resistant cases. (452)

CITY COUNTY OF SAN FRANCISCO
DEPARTMENT OF PUBLIC HEALTH
RECURRING FY 1994-95 STATE GRANTS - SCHEDULE A

Div.	Agency	State Contract #	FY 94-95 Grant Term	FY 94-95 Grant Amt.	FY 94-95 Indirect Costs	Indirect Cost Information	Title, Services, FY 1994-95 Proj. #
CHILDREN	State	Not Available	7/1/94-6/30/95	\$1,755,674	\$135,214	20% of Salaries	CHDP - EPSDT - PHN- PCG Child health and disability prevention services. (403)
CHILDREN	State	94-19541	7/1/94-6/30/95	\$84,375	\$1,958	10% of Salaries	Black Infant Health Education, support and case management to African-American pregnant women and their infants. City wide task force. (468)
CHILDREN	State	93-18690	7/1/94-6/30/95	\$674,352	\$42,394	15% of Salaries	Hepatitis B Demonstration Hepatitis B Immunization of all infants in S.F. and of 12 year olds at selected S.F. schools. (466)
CHILDREN	State	94-19753	7/1/94-6/30/95	\$234,434	-0-	No indirect costs; direct services only	Immunization Services Administer an immunization program against seven vaccine preventable diseases and perinatal Hepatitis B services to children. (462)
CHILDREN	State	Not Available	7/1/94-6/30/95	\$111,832	-0-	No indirect costs; direct services only	HIV Children's Program HIV screening and diagnostic services to children at risk of HIV (416)
CHILDREN	State	Not Available	7/1/94-6/30/95	\$658,656	\$98,838	15% of Salaries	Lead Poisoning Case Management (495)
TOTAL:				\$18,121,211	\$653,745		

Item 1i - File 146-94-19

Department: Department of Public Health (DPH)
AIDS Office

Item: Resolution authorizing the AIDS Office of the Department of Public Health (DPH) to apply for retroactively, accept and expend a grant of \$274,227, which includes indirect costs in the amount of \$31,022 based on 20 percent of salaries, from the Department of Health and Human Services' Center for Disease Control and Prevention, to fund the evaluation of the impact of the 1993 AIDS Case Definition Project, and providing for ratification of action previously taken.

Grant Amount: \$274,227

Grant Period: October 1, 1994 through September 30, 1995

Source of Funds: U.S. Department of Health and Human Services, Center for Disease Control and Prevention

Project: Evaluation of the impact of the 1993 AIDS Case Definition Project

Description: A total of 4,988 cases of AIDS were reported in San Francisco during 1993, which represents a 62 percent increase over the 3,079 AIDS cases reported during 1992. This large increase was the result of the adoption of the 1993 revision of the AIDS case definition, which expanded the definition and thereby resulted in the diagnosis of AIDS approximately 1.5 years earlier in the course of infection than under the former AIDS case definition. As such, AIDS patients are surviving longer following an AIDS diagnosis than previously, and are therefore likely to access a greater number of medical care providers and other AIDS-related services for a more extended period of time. In addition, patients are more likely to change their place of residence and to be reported in more than one State, making accurate national estimates of AIDS cases more difficult. According to the Department of Public Health (DPH), due to the expansion of the AIDS case definition, new strategies are needed to maintain and improve the AIDS surveillance system, under which AIDS cases are diagnosed and reported to the DPH by hospitals, clinics, medical practices and physicians, and to evaluate the system's sensitivity, specificity, and timeliness.

The proposed grant funding would be used to accomplish the following seven objectives:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

- To evaluate the completeness and timeliness of the reporting of AIDS cases diagnosed in 1994 by conducting retrospective reviews of 25 randomly selected HIV care providers in San Francisco.
- To conduct interviews with 500 AIDS patients diagnosed in San Francisco at 25 randomly selected HIV care providers in order to collect information regarding access to medical care and other services, the frequency with which AIDS patients change residence, and the extent to which AIDS patients utilize different medical facilities, both inside and outside of San Francisco, for HIV-related services.
- To evaluate on an annual basis the timeliness of AIDS case reporting following diagnosis.
- To conduct two focus groups among physicians and hospital-based infection control practitioners in order to establish feasible alternatives to their current methods of AIDS case surveillance, and to develop a plan to evaluate these alternatives.
- To implement a laboratory-based method of alternative surveillance for a three-month period and to evaluate its effectiveness.
- To conduct computerized matches with secondary data sources, including the California AIDS Drug Assistance Program, the Northern California Cancer Center and/or the University of the Pacific HIV dental care program, in order to validate the completeness of case reporting, to ascertain vital status and to provide supplemental medical and demographic information.
- To collect data on patient referrals to HIV-related medical services, substance abuse treatment services and clinical trials and to evaluate and track the use of these services in prevention and medical care planning activities on an annual basis.

Budget:

Personnel

<u>Position</u>	<u>FTE</u>	<u>Amount</u>
2230 Physician Specialist	0.1	\$8,460
1818 MIS Specialist II	1.0	41,160
2806 Disease Control Investigator	1.0	35,292
9924 Public Health Service Aides	3.0	<u>70,200</u>
Subtotal - Salaries		\$155,112
Fringe Benefits (22%)	—	<u>34,125</u>
Total - Personnel	5.1	\$189,237

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

Travel

Bus passes for staff to travel to data collection sites
and to AIDS patients interviews
\$35/month x 12 months x 4.0 FTE \$1,680

Two trips to Center for Disease Control in Atlanta,
Georgia
(\$850 round trip airfare + \$350 expenses) x 2.0 FTE 2,400

Total - Travel \$4,080

Supplies

General office supplies (inc. copier, paper, computer and
printer supplies, desk supplies)
\$40/month x 12 months x 5.1 FTE \$2,448

Office Equipment:

5 desks @ \$200/desk
5 desk chairs @ \$200/chair
2 file cabinets @ \$250/file cabinet
1 book case @ \$150 2,650

Computers:

2 computer stations, inc. AST Bravo 486 computer
with hard drive, monitor, keyboard, MS-DOS,
and mouse
\$3,000/station x 2 stations 6,000

Total - Supplies 11,098

Contractual Services

Contract with professional research organization to
provide two focus groups for discussion of current
HIV/AIDS reporting mechanisms and issues,
barriers to reporting and other issues. Contractor
would be responsible for recruiting focus group
participants representative of local medical
community, facilitating focus group discussions,
providing honoraria and refreshments to participants,
audio taping and transcribing proceedings, and
drafting summaries of focus group discussions.
Contractor \$6,700
Honoraria for 20 participants @ \$150/participant 3,000
Refreshments for 20 participants @ \$15/participant 300

Total - Contractual Services 10,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

Other Expenses

Leasing of Space at 25 Van Ness Avenue:

\$1.47/square foot/month x 120 square feet/FTE x
12 months x 5.1 FTE \$10,796

Telephone:

\$90/month x 12 months x 5.1 FTE 5,508

Postage:

\$15/month x 12 months x 5.1 FTE 918

Photocopier Lease:

\$20/month x 12 months x 5.1 FTE 1,224

Advertising

Advertising in local newspapers to recruit open staff
positions:

\$200/ad x 3 staff position categories 600

Training

Staff training in computer software:

\$200/training session x 5.1 FTE 1,020

Computer Maintenance

Insurance, service and maintenance agreements on
computer equipment:

\$20/month x 12 months x 5.1 FTE 1,224

Stipends

Compensation to medical practices for staff time
required to assist Evaluation Project Staff in reviews,
selection and follow-up of patients for interviews:

15 stipends x \$500/stipend 7,500

Total - Other Expenses

\$28,790

Indirect Costs (20% of Salaries Total of
\$155,112)

31,022

Total Budget

\$274,227

Required Match: None

Indirect Costs: The proposed grant includes indirect costs in the amount of \$31,022, based on 20 percent of salaries of \$155,112.

Comments: 1. Because the application deadline for the proposed grant was August 5, 1994 and the DPH has already submitted the grant application, the proposed resolution provides for ratification of action previously taken.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. The DPH advises that the purchase of the computer equipment shown above has been approved by EIPSC.
3. Attached is a copy of the Summary of Grant Request, as provided by DPH.
4. A copy of the Disability Access Checklist, as filled out by DPH, is in the Clerk of the Board's file.
5. The DPH advises that the contractor who will conduct the two focus groups for the Evaluation Project has not yet been selected. As such, the \$10,000 allocated for that contract should be reserved, pending the selection of a contractor, the submission of budget details and the MBE/WBE status of the contractor.

- Recommendation:**
1. Amend the proposed resolution by placing \$10,000 on reserve for contractual services, pending the selection of a contractor, the submission of budget details and the MBE/WBE status of the contractor.
 2. Approve the proposed resolution, as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grantor: Center for Disease Control
 Contact Person: Luwin Dixon
 Address: 255 East Paces Ferry Road, NE
Atlanta, GA 30305
 Amount Requested: \$ 274,227
 Term: From 10/1/94 To 9/30/95

Divisic: Community Health Services
 Section: AIDS Office
 Contact Person: Tim Piland/Giuliano Nieri
 Telephone: 554-9132 554/9130
 Application Deadline: 8/5/94
 Notification Expected: 9/19/94

I. Item Description: Request to (apply for) (accept and expend) a (new) (~~renewal~~) (~~extension~~) grant in the amount of \$ 274,227 from the period of 10/1/94 to 9/30/95 to provide Evaluation of Impact of 1993 AIDS Case Definition Project services.
 (Circle or Underline)

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

On January 1, 1993, the Centers for Disease Control adopted a new AIDS case definition; it is the purpose of this study to determine and measure the impact of that change epidemiologically. Please see the attachment to the memorandum to the Budget Committee of the Health Commission for a more detailed description.

III. Outcomes/Objectives:

Please see the attachment to the memorandum to the Budget Committee of the Health commission for the specific objectives of this project.

IV. Effects of Reduction or Termination of These Funds:

Failure to apply, accept and expend these funds would impair our ability to determine and measure the epidemiologic impact of the CDC's change in the AIDS case definition in San Francisco.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved By
	Two Years Ago	Past Yr/Orig.	Proposed	Change		
Grant Amount			274,227			
Personnel			189,237			
Equipment			0			
*Contract Svc.			10,000			
Mat. & Supp.			11,098			
Facilities/Space			10,796			
Other			22,074			
Indirect Costs			31,022			

VI. Data Processing

(costs included above)

		0			
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VII. Personnel

F/T Civil Service			5.1		
P/T Civil Service					
Contractual			TBD		

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:
None.

Will grant funded employees be retained after this grant terminates? If so, How?

No.

*VIII. Contractual Services: Open Bid 1 Sole Source _____ (if sole source, attach Request for Exemption Form)

Item 1j - File 146-94-20

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health (DPH) to accept and expend up to \$1,137,500 from the State Department of Health Services (SDHS) in two phases between June 1, 1994 and December 31, 1995, to develop a Medi-Cal managed care local initiative, and to execute a contract with Progress Foundation to use these funds to pay for costs related to the development of the local initiative and the health delivery system in San Francisco, with the contractor to receive reimbursement for actual costs incurred to administer the contract, and waiving indirect costs.

Amount: \$1,137,500

Period: June 1, 1994 through December 31, 1995 (19 months)

Source of Funds:	State Department of Health Services (SDHS)	\$541,667
	Federal Matching Funds	<u>595,833</u>
	Total	\$1,137,500

Project: Development of a Medi-Cal Managed Care Local Initiative

Description: Currently, the Department of Public Health (DPH) provides health care on a fee-for-service basis, whereby Medi-Cal reimburses the City after the medical service has already been rendered. For example, after a Medi-Cal patient is provided services in the Emergency Room at San Francisco General Hospital (SFGH), SFGH bills Medi-Cal for eligible services provided and Medi-Cal then reimburses the City. In April 1993, the State Department of Health Services (SDHS) released its Final Strategic Plan, which provided a plan for expanding Medi-Cal managed care. Under the Medi-Cal managed care delivery system, Medi-Cal would periodically pay to the City a "capitated payment", which is the sum of negotiated payment rates for all Medi-Cal beneficiaries that the City enrolls, before the provision of any medical services. Under a managed care system, Medi-Cal patients would be assigned a primary care provider, who would provide basic care and would decide when a referral to a specialist or admission to a hospital is necessary.

Under the State's Final Strategic Plan, the State mandated that there must be two managed care plans in each county: 1) a "mainstream", private, non-governmentally-operated Health Maintenance Organization (HMO) plan, and 2) a local initiative, a new entity consisting of local providers, both

BOARD OF SUPERVISORS
BUDGET ANALYST

public and private, and a governing body. The "mainstream", private HMO would be selected by the State. Without the development of a local initiative that would specify to the State the local providers to be used by each county, the State would itself identify the local providers or else select another "mainstream" health provider as the second managed care plan. In September 1993, the Board of Supervisors approved a resolution (File 30-93-15) that transmitted a letter of intent to the State declaring the City's intent to develop a local initiative for a managed health care system.

Senate Bill 456 appropriated \$10 million in State funds to the SDHS for distribution to counties or other local entities to offset the costs of forming the local initiative and developing a health delivery system, in accordance with the SDHS's plan to expand Medi-Cal managed care. The SDHS has allocated \$1,137,500 of the \$10 million appropriation to San Francisco, with payments to be made to the City in two phases between June 1, 1994 and December 31, 1995. The Phase I disbursement is a lump sum payment of \$541,667 in State General Fund monies, to be made upon receipt of an approved local initiative development workplan, which the DPH submitted and which the SDHS approved in March 1994. The Phase II disbursement of \$595,833 in Federal matching funds would be paid as invoices, certifying that local initiative development expenditures have been incurred, are submitted to SDHS.

The DPH has contracted with the Progress Foundation as the fiscal agent for the development of the local initiative. As such, the proposed \$1,137,500 allocation that the City receives from the SDHS would be passed on to the Progress Foundation to pay for the expenses related to the development of the local initiative. Although the SDHS allocation period is between June 1, 1994 and December 31, 1995, the proposed allocation would cover expenses only for the 16-month period from September 1, 1994 through December 31, 1995.

Budget:

Personnel

<u>Position</u>	<u>FTE</u>	<u>Amount</u>
Executive Director	1.00	\$107,000
Program Specialist	1.00	47,012
Secretary	0.67	26,733
Financial Director	0.88	70,400
Operations/Systems Manager	0.75	70,700
Health Service Director	0.56	45,000
Quality Assurance Manager	0.56	30,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

<u>Position</u>	<u>FTE</u>	<u>Amount</u>	
Provider Relations Representative	0.75	\$35,000	
Member Services/Enrollment Director	0.56	37,500	
Secretary	0.56	<u>20,250</u>	
Subtotal - Salaries		\$489,595	
Fringe Benefits (28%)		<u>137,087</u>	
Total - Personnel	7.29		\$626,682

Operating Expenses

Rental of Property/Utilities	\$12,500	
Telephone	16,280	
Office Supplies/Postage	16,395	
Equipment Maintenance/Repair	1,550	
Equipment Purchase	41,020	
Equipment Rental	10,060	
Furniture Purchase	5,950	
Printing and Reproduction	3,660	
Staff Travel	7,553	
Staff Education/Subs/Dues	5,160	
Committee Expense	4,640	
Miscellaneous Fees	11,600	
Outreach:		
Public Relations Strategy	20,000	
Initial Promotion	<u>25,000</u>	
Total - Operating Expenses		181,368

Consulting Services

Delivery System Development	\$37,000	
Data Analysis	10,000	
Legal Services	36,450	
Audit	20,000	
Actuarial Analysis	30,000	
Member Services	16,000	
Medical Consulting	30,000	
DPH Application for HMO License	<u>150,000</u>	
Subtotal - Consulting Services		<u>329,450</u>

Total Expenses \$1,137,500

Required Match: None

Indirect Costs: Progress Foundation has agreed to forego indirect charges and to receive reimbursement only for its actual costs. The proposed resolution therefore includes a provision to waive indirect costs.

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. The DPH has submitted a request to the Health Commission for a sole source contract in order to contract with the Progress Foundation for the development of the local initiative. The DPH advises that this request is based on the fact that (a) the Executive Director of the Progress Foundation serves as a member of the Local Initiative Steering Committee, which is the governing body for the local initiative, and therefore understands the local initiative development process, and (b) the Progress Foundation has agreed to forego the usual and customary indirect charges and instead to receive reimbursement for the actual costs incurred for the administration of the contract.
2. The DPH reports that it has been incurring expenditures against the proposed allocation since September 1, 1994. As such, the proposed resolution should be amended to provide for the ratification of action previously taken.
3. Attached is a schedule of the detailed expenses supporting the Equipment Purchase (\$41,020), Equipment Rental (\$10,060), Furniture (\$5,950), and Staff Travel (\$7,553).

Recommendation: Amend the proposed resolution to provide for ratification of action previously taken and approve the proposed resolution, as amended.

EQUIPMENT PURCHASE	
7 desktop computers	24,500
1 Network Server	4,500
1 Lap Top Computer	4,245
Cabeling, etc.	2,500
7 Telephones	1,400
2 Printers	3,000
7 Surge Protectors	350
3 Modems	525
Total	41,020
Equipment Rental	
Copier & service	8,000
Poster Meter	2,060
Miscellaneous	0
Total	10,060
Furniture Purchase	
Furniture for 7 Staff	
7 desks	3,500
7 chairs	1,225
3 file cabinets	850
3 bookcases	375
Total	5,950
Staff Travel(incl.site visits)	
Conferences -- 5 total	
air fare	4,000
hotel accomodations, etc	1,500
Mileage and parking reimbursement; site visits (air farer to So.Calif.)	2,053
Total	7,553

Item 1k - File 146-94-21

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health to apply for retroactively, accept and expend a new grant of \$200,000, which includes indirect costs in the amount of \$3,293, based on 10 percent of salaries, from the State Department of Health Services.

Grant Amount: \$200,000

Grant Period: November 1, 1994 through October 31, 1995

Source of Funds: State Department of Health Services, Maternal Child Health Branch

Description: The proposed new grant funds would be used by DPH to fund a project aimed at primarily reducing African American infant mortality. The project will primarily target African American pregnant women and African American women with infants, in the Western Addition corridor and Tenderloin area. Specific services to be provided would include health and prenatal education, parenting, assistance in developing decision-making skills, nutrition education, outreach, assessment, treatment plans, case management, transportation assistance, and emotional and practical support. The DPH will subcontract with a community-based non-profit organization for the provision of the outreach, training, case management, educational, emotional and practical support services.

No. of Persons to be Served:

Outreach Services - 500 women of reproductive age, of which, at least 300 would be African American.

Intake, Assessment and Other Support Services - 200 pregnant women and women with infants.

Case Management - 25 to 40 pregnant women and women with infants.

Budget:

<u>Personnel</u>	
Health Educator (.50 FTE)	\$28,281
Clerk Typist (.15 FTE)	<u>4,327</u>
Subtotal Salaries	\$32,608
Fringe Benefits (19%)	<u>6,195</u>
Subtotal Personnel	\$38,803

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

Operating Expenses

Travel	\$1,000	
Training	500	
Office Supplies	<u>1,404</u>	
Subtotal Operating Expenses		\$2,904

Subcontract (Non-Profit Agency)

Personnel:

Project Coordinator (.75 FTE)	\$27,000
Social Work Aid (.75 FTE)	25,000
Community Health Aids (2.50 FTE)	<u>64,000</u>
Subtotal Salaries	\$116,000
Fringe Benefits (15 %)	<u>17,400</u>
Subtotal Personnel	\$133,400

Operating Expenses:

Rent/Utilities	12,000
Furniture/Equipment (desks, chairs, VCR/TV, stove, refrigerator, washer/dryer)	3,000
Travel (Staff)	800
Travel (Clients - taxi vouchers and bus tokens)	2,000
Client Incentives/Educational Materials	1,840
Office Supplies/Reproduction	800
Administrative Overhead	<u>1,160</u>
Subtotal Operating Expenses	<u>\$21,600</u>

Subtotal - Subcontract 155,000

Indirect Costs (10% of Salaries) **3,293**

Total Project Budget \$200,000

Required Match: None

Indirect Costs: \$3,293 - 10 percent of Salaries

Comments: 1. Ms. Virginia Smyly of the DPH advises that the above-noted budget for the subcontract totaling \$155,000, is an estimated budget based on the level and type of services that will be provided under the subcontract. According to Ms Smyly, an appropriate non-profit agency will be selected through the Department's Request for Proposals (RFP) process. Since the DPH has not, as yet, issued an RFP to acquire a subcontractor and, as such, cannot provide a budget based on the actual costs of the subcontract, the \$155,000 earmarked for this purpose should be placed on reserve

pending the DPH's selection of a subcontractor and submission of actual budget details.

2. The DPH advises that the application for the proposed grant funds has already been submitted. As such, the proposed legislation provides for authorization to apply for the proposed grant funds retroactively.

3. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed grant funds.

4. The DPH has prepared a Disability Access Checklist for the proposed grant program, which is on file with the Clerk of the Board's Office.

- Recommendation:**
1. Amend the proposed legislation to reserve the \$155,000 earmarked for subcontract services pending the DPH's selection of a subcontractor and the submission of budget details based on the actual subcontract amount.
 2. Approve the resolution as amended.

Item No. _____

Health Commission - Summary of Grant Request

Rev. 6/8/94

State Dept of Health Services/

Grantor: Maternal Child Health Branch

Contact Person: Shirley Shelton

Address: 714 P Street, Rm 750

Sacramento, CA 94234-7320

Amount Requested: \$ 200,000

Term: From 11/01/94 To 10/31/95

Division: CPHS

Section: Family Health/Perinatal Services

Contact Person: Virginia Smyly

Telephone: 554-2563

Application Deadline: July 22, 1994

Notification Expected: August 17, 1994

I. Item Description: Request to (apply for) (accept and expend) a (new) (XXXXXXXXXXXX) (XXXXXX) grant in the amount of \$ 200,000 from the period of November 1, 1994 to October 31, 1995 to provide outreach, assessment, referrals, case management and educational services.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

The purpose of this project is to reduce African-American infant mortality and morbidity. The funder requests that a health behavior/education model be established that emphasizes skills-building. In addition to health and prenatal education, parenting, decision-making, nutrition education, outreach, assessment, treatment plans, case management, transportation assistance, emotional and practical support shall be provided. The target groups are African-American pregnant women (continued)

III. Outcomes/Objectives:

Improved utilization of prenatal and related social services, WIC, and drug treatment services; improved parenting and lifeskills; reduction in tobacco use.

IV. Effects of Reduction or Termination of These Funds:

This is a new grant.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Grant Amount			200,000		-0-	
Personnel			38,803			
Equipment			-0-			
*Contract Svc.			155,000			
Mat. & Supp.			1,404			
Facilities/Space			-0-			
Other			-0-			
Indirect Costs			3,293			
VI. Data Processing (costs included above)						
VII. Personnel						
F/T Civil Service			.65			
P/T Civil Service			4.0			
Contractual						

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, How?
No

*VIII. Contractual Services: Open Bid ☒ Sole Source _____ (if sole source, attach Request for Exemption Form)

Item No. _____ Health Commission Summary of Grant Request Rev. 6/8/94
Grantor: State Dept of Health Services/
Maternal Child Health Branch
Contact Person: Shirley Shelton
Address: 714 P Street, Rm 750
Sacramento, CA 94234-7320
Amount Requested: \$ 200,000
Term: From 11/01/94 To 10/31/95

Division: CPHS
Section: Family Health/Perinatal Services
Contact Person: Virginia Smyly
Telephone: 554-2563
Application Deadline: July 22, 1994
Notification Expected: _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (~~XXXXXXXXXXXXXXXXXXXX~~)
(Circle or ~~XXXXXXXXXXXX~~ grant in the amount of \$ 200,000 from the period of
Underline) November 1, 1994 to October 31, 1995 to provide outreach,
assessment, referrals, case management and educational services.

II. SUMMARY (continued)

and their infants, with emphasis in the Western Addition corridor and Tenderloin populations. An appropriate subcontractor will be selected through an RFP process to collaborate with DPH staff.

Item 11 - File 94-93-5

Note: The proposed resolution was continued to the call of the Chair at the Government Efficiency and Labor Committee meeting of August 18, 1993.

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Resolution authorizing the Public Utilities Commission (PUC) to apply for, accept and expend Federal Surface Transportation Program/Congestion Management Air Quality Capital Assistance, Federal Aid Urban Systems Capital Assistance, Federal Enhancement Program Assistance and monies from various local match sources such as from State Transit Capital improvement funds, State Urban Rail Bond funds, and Regional local match funds such as State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Regional Measure One funds, Gas Tax Revenues, Transit Impact Development Impact Fees, San Francisco Municipal Railway improvement Corporation funds, the San Francisco County Sales Taxes, Port of San Francisco funds, and/or Catellus Corporation funds for nine Municipal Railway Projects.

Grant Amount: (See Comment #1)

Various Federal funds including, Federal Surface Transportation Program/Congestion Management Air Quality Capital Assistance, Federal Aid Urban Systems Capital Assistance, Federal Enhancement Program Assistance	\$9,465,000
State, Regional and Local Matching funds	<u>1,229,915</u>
Total	\$10,694,915

Grant Period: October 1, 1994 through September 30, 1997

Description: The proposed resolution would authorize the Public Utilities Commission (PUC) and the Municipal Railway (MUNI) to apply for, accept and expend Federal grant monies to fund the following five MUNI projects:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

- Trolley Bus Replacement;
- Trolley Overhead Reconstruction;
- MUNI Metro Accessibility Improvements;
- MUNI Rail Replacement;
- Passenger Platforms and bus stops.

Budget: (See Comment #1)

Contractual Services

Consultant Services	\$406,780
Construction Contract	<u>4,316,949</u>

Total Contractual Services	\$4,723,729
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City Personnel

In-House Design, Project Management/Construction Management	809,629
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Equipment Purchase

Equipment for trolley bus replacement project	<u>4,610,169</u>
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Subtotal Direct Costs	\$10,143,527
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Indirect Costs (approximately 5.4 percent
of direct costs)

	<u>551,388</u>
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Total	\$10,694,915
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Required Match: \$1,229,915 or approximately 12 percent of direct costs of \$10,143,527.

Indirect Costs: \$551,388 or approximately 5.4 percent of direct costs of \$10,143,527.

Comments: 1. Although the title and the body of the proposed resolution indicates that the proposed grant amount, including local matching funds is \$18,217,631, according to Ms. Gail Bloom of the Municipal Railway (MUNI), based upon information provided by the grantor agencies, the revised amount of the proposed grant is \$9,465,000 in Federal grant funds and \$1,229,915 in State, local and regional matching funds, for a total of \$10,694,915. Therefore, the title and the body of the proposed resolution should be amended to reflect the revised Federal grant funds of \$9,465,000 and \$1,229,915 in State, local and regional matching funds.

2. As noted above, the proposed grant budget includes a total of \$1,229,915 in State, local and regional matching funds.

BOARD OF SUPERVISORS
BUDGET ANALYST

However, the PUC was unable to provide details on the availability and specific source of these matching funds, such as whether these matching funds have already been budgeted in FY 1994-95 by various transportation agencies for use in the proposed MUNI projects. In addition, the Budget Analyst has not received any further budget details on contractual services or equipment purchases. Therefore, the proposed resolution should be amended to delete the accept and expend clause, pending identification of the specific source of the matching funds and submission of the budget details.

3. The "Disability Access Checklist" is in the file.

- Recommendations:**
1. Amend the proposed resolution to delete the accept and expend clause from the proposed resolution.
 2. Amend the proposed resolution to authorize the Public Utilities Commission (PUC) to apply for \$9,465,000 in Federal grant funds and \$1,229,915 in State, local and regional matching funds.
 3. Approve the proposed resolution, as amended.

Item 1m - File 148-94-5

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of Public Works to execute the documents to apply for, accept and expend \$400,000 of Transportation Development Act (TDA) Article 3 Funds for Public Works projects, including all indirect costs.

Amount: \$400,000

Source of Funds: Transportation Development Act Article 3 Funds

Description: The Transportation Development Act (TDA) Article 3 is a State grant program which provides funds for bicycle and pedestrian projects. The Metropolitan Transportation Commission (MTC) makes grant funds available annually under TDA Article 3 to nine Bay Area counties for pedestrian and bicycle related projects.

The Department of Public Works (DPW) has identified two projects eligible for TDA Article 3 funds in fiscal year 1994-95: (1) construction of curb ramps at various City locations to improve access for persons with disabilities, and (2) removal of unused railroad tracks to improve safety for bicyclists and pedestrians.

The Department of Public Works (DPW) has estimated that there are approximately 13,000 curb ramps throughout the City and County that need to be newly constructed or reconstructed to meet Federal Americans with Disabilities Act (ADA) requirements at a total cost of over \$12 million. The DPW has completed approximately 30 percent of these locations with other Federal, State, and local funds, and requires additional funding to continue this work. Approximately \$200,000 of the proposed \$400,000 in grant funds would be used to provide continuation funding for the construction of sidewalk curb ramps for persons with disabilities at various locations throughout the City and County, while the remaining \$200,000 would be used to provide funding for the removal of unused railroad tracks, to improve bicycle and pedestrian safety.

The proposed resolution would authorize the Director of the Department of Public Works to act as agent of the City and County in conducting all negotiations and in executing and submitting all documents, including but not limited to the application, agreements, amendments and payment requests, which may be necessary to apply for, accept and expend State

BOARD OF SUPERVISORS
BUDGET ANALYST

TDA funds for construction costs and to execute any and all necessary documents for the proposed curb ramp construction and railroad track removal projects.

Budget: The budget for the curb ramp construction project is \$200,000, and the budget for the removal of unused railroad tracks is \$200,000, for a total budget of \$400,000.

A. Curb Ramp Project

Engineering and Construction Management DPW-Bureau of Engineering

<u>Position</u>	<u>Hourly Rate*</u>	<u>Total Hours</u>	<u>Amount</u>
Senior Street Inspector	\$61.73	103	\$6,359
Senior Clerk Typist	32.75	130	4,268
Civil Engineering Assoc. II	52.55	189	9,932
Civil Engineering Assoc. I	45.39	219	9,940
Engineering Trainee 2	32.10	<u>435</u>	<u>13,963</u>
Subtotal Bureau of Engineering		1,076	\$44,462

Construction DPW-Bureau of Building Repair

<u>Position</u>	<u>Hourly Rate*</u>	<u>Total Hours</u>	<u>Amount</u>
Cement Supervisor I	\$56.00	295	\$16,520
Cement Mason	43.00	1,329	57,147
General Labor Supervisor I	38.00	632	24,016
General Labor	35.00	1,269	44,415
Truck Driver	40.00	<u>336</u>	<u>12,440</u>
Subtotal			
Bureau of Building Repair		3,861	\$155,538
Total Project Cost			\$200,000

B. Railroad Track Removal

	<u>Hourly Rate*</u>	<u>Total Hours</u>	<u>Amount</u>
Construction & Contingency	N/A	N/A	\$160,000
Bureau of Construction Management:			
Construction Inspector (6318)	\$60.00	334	20,000
Bureau of Engineering			
Assistant Civil Engineer (5204)	51.00	<u>392</u>	<u>20,000</u>
Total Project Cost			\$200,000

* Indirect costs are included in the hourly rates of the project budget (see Comment #4).

Required Match: None.

Indirect Costs: \$5,000 (see Comment #4).

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. The Disability Access Checklist is on file with the Clerk of the Board.
2. The Summary of Grant Request Form, as prepared by the DPW, is attached.
3. Ms. Tina Olson of DPW reports that a contractor has not yet been selected for the removal of the unused railroad track project. Therefore, the proposed \$160,000 for the railroad track project which would be used for the construction project should be reserved pending the selection of a contractor and the MBE/WBE status of the contractor.
4. Indirect costs in the amount of \$2,500 for each project, or a total of \$5,000, have been included in the hourly rates of the project budget.

Recommendation:

1. Amend the proposed resolution to reserve \$160,000 for the unused railroad track removal project, pending the selection of a contractor and the MBE/WBE status of the contractor.
2. Approve the proposed resolution, as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

File No. _____

Letter of Intent to File a Grant Application
(submitted in triplicate)

To: The Board of Supervisors
Attn: Clerk of the Board

Request for authorization to submit a grant application as described below:

Department: Public Works

Contact Person: Karen Gelman (554-8235)/Peter Tannen (554-2351)

Project Title: Curb Ramp Construction & Railroad Track Removal

Grant Source: TDA Article 3

Proposed (New/Continuation) Grant Project Summary:

Transportation Development Act (TDA) Article 3 is a state grant program which provides funds for bicycles and pedestrian projects. This grant request is for curb ramp construction and railroad track removal at various locations throughout the City and County of San Francisco.

Amount of Grant Funding Applied for: \$400,000

Maximum Funding Amount Available: \$400,000

Required Matching Funds: 0

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: 0

Will Contractual Services be put out to Bid? No

Item 2 - File 39-94-10

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of August 16, 1994.

Item: Hearing transmitting a copy of the final report issued by the 1993-94 Civil Grand Jury entitled "Senior Escort Program."

Description: This item is a hearing to consider transmitting the above-mentioned final report of the 1993-94 Civil Grand Jury of the City and County of San Francisco.

The 1993-94 Grand Jury reviewed the Police Department's Senior Escort Program (SEP) which is charged with escorting and transporting low-income and fragile seniors within the City. Based on its review, the Grand Jury made the following recommendations:

- The Board of Supervisors should substitute a more cost effective program for the Senior Escort Program (SEP). Other non-governmental agencies, including the California Minority Aging Coalition (CMAC), should be allowed to bid on providing escort and transportation services to the senior citizens throughout the City and County of San Francisco.
- Such crime prevention work as is now performed by SEP should be transferred to existing units of the Police Department.

Comments:

1. The Presiding Judge of the Superior Court impanels the Civil Grand Jury. State law requires the Board of Supervisors to submit comments on the Civil Grand Jury's reports to the Presiding Judge. Therefore, a resolution to transmit the Civil Grand Jury report and the comments of the Board of Supervisors to the Presiding Judge of the Superior Court should be prepared in and reported out of the Government Efficiency and Labor Committee Meeting.
2. The Clerk of the Board requested, and the Mayor, the Chief of Police and Clerk of the Board of Supervisors provided, responses to the Civil Grand Jury report on the Senior Escort Program. The Departments' responses are in the file.
3. The Civil Grand Jury report identified savings of \$33.09 per unit of service associated with contracting out the SEP to CMAC. The Grand Jury identified three types of service units as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

1. Walking Patrol- one escort with one senior.
2. Transportation- one senior transported one way either alone or in a group.
3. Service Arrangement- one hour spent by staff doing any other kind of service.

The Grand Jury report estimates that the City could save \$910,000 annually by contracting out the SEP to CMAC while increasing the units of service by 121,811.

4. The Budget Analyst conducted a Management Audit of the Senior Escort Program which was submitted to the Board of Supervisors in January of 1992. The Budget Analyst's report concluded that the escort and transportation services provided by SEP could be provided more efficiently, effectively and economically by combining the services of SEP with the para-transit program operated by the Municipal Railway. In addition, the Budget Analyst recommended that SEP be removed from the Police Department (where it is presently located) and put under the jurisdiction of the Commission on Aging.

Recommendation:

Prepare in and report out a resolution to transmit the Civil Grand Jury Report and the Board of Supervisors' comments to the Presiding Judge of the Superior Court.

Item 3 - File 39-94-11

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of August 16, 1994.

Item: Hearing transmitting a copy of the final report issued by the 1993-94 Civil Grand Jury entitled "San Francisco Fire Department-Labor Cost Management."

Description: This item is a hearing to consider transmitting the above-mentioned final report of the 1993-94 Civil Grand Jury of the City and County of San Francisco.

The Civil Grand Jury reviewed the Fire Department's (SFFD) policies and practices in the management of labor costs. Based on its review, the Grand Jury recommended the following:

- The Mayor immediately direct the Department of Human Resources (DHR) to develop plans to uncouple the salary and benefits of the SFFD senior management from that of the lower level management and rank-and-file of the SFFD and thereby create a financial separation between management and non-management personnel. The division should be at the Battalion Chief (H40) level and above. This action by DHR should include recommending any Charter and Ordinance amendments which may be required. The DHR should also begin discussions with the Local 798 Union and the Municipal Executives Association (MEA) to coordinate the details of the changes. The resultant changes should be implemented no later than the expiration of the current Union Memorandum of Understanding (MOU).
- The Board of Supervisors should actively participate in the accomplishment of the above changes. They should initiate any necessary legislation or Charter amendments as needed.
- The Mayor should encourage the Fire Commission to participate with the DHR in developing strategies for the equitable control of salary and fringe benefit costs. This effort should include the formulation of guidelines and goals for managing labor costs. The guidelines should replace the practice of making individuals financially "whole" by allowing them to work overtime or holidays, with practices which increase the labor cost effectiveness of the Department. They should also

BOARD OF SUPERVISORS
BUDGET ANALYST

include the elimination of all holiday work which is not absolutely essential, and drastically reduce the overtime worked in non-suppression areas. This should be the continuing responsibility of the Fire Commission.

- The Mayor and the Board of Supervisors should make public their support of the Fire Commission and SFFD top management in affecting the changes which result from the above actions.
- The Mayor, the Board of Supervisors and the Fire Commission should take the following actions as applicable to their respective responsibilities:
 1. Audit the SFFD's overtime and holiday pay practices to identify opportunities where increased efficiencies and/or staff which will reduce overtime expenditures. The emphasis should be on increased efficiency through innovative change.
 2. Direct the Chief of the Department to implement changes identified by the above audit and other initiatives developed with the Department.
 3. Reduce the overtime and holiday pay budget to levels identified in the above audit.
 4. Eliminate all overtime and holiday pay to: senior managers, battalion chiefs, all non-suppression, and 40-hour a week professionals and managers.
 5. Eliminate the policy of paying for accumulated compensatory time at the time of retirement.
 6. As is practiced in many other City departments, restrict the end-of-year carryover of accumulated compensatory time to no more than 80 hours.
- The Mayor should direct the following actions:
 1. That the City Attorney and the DHR determine if there is a legal means to delete the provision that compensates non-suppression, 40-hour a week management and staff personnel for holiday work even if they do not work holidays (Staff Duty Assignment Pay) from the current MOU.

2. That the Controller immediately stop the unauthorized Staff Duty Assignment Pay payment to the Deputy Chief for Administration and the Assistant Deputy Chief, and take steps to recover all unauthorized payments that have already been made. Further, the Controller should review its own procedures to assure that unauthorized payments will not be made in the future.

3. That the DHR reopen negotiations with the MEA and delete the MOU provision for the Staff Duty Assignment Pay without a quid pro quo.

4. That the DHR investigate the origins of the Staff Duty Assignment Pay provision and take appropriate steps to insure that this type of "give-away" not again be included in any City labor agreement.

Comments:

1. The Presiding Judge of the Superior Court impanels the Civil Grand Jury. State law requires the Board of Supervisors to submit comments on the Civil Grand Jury's reports to the Presiding Judge. Therefore, a resolution to transmit the Civil Grand Jury report and the comments of the Board of Supervisors to the Presiding Judge of the Superior Court should be prepared in and reported out of the Government Efficiency and Labor Committee Meeting.

2. The Clerk of the Board requested, and the Mayor, Department of Human Resources, City Attorney, Controller, Fire Commission, and Clerk of the Board of Supervisors, provided, responses to the Civil Grand Jury report on the Fire Department's labor cost management. The Departments' responses are in the file.

3. The Civil Grand Jury report did not include cost estimates for implementing its recommendations.

Recommendation: Prepare in and report out a resolution to transmit the Civil Grand Jury Report and the Board of Supervisors comments to the Presiding Judge of the Superior Court.

Items 4, 5, 6, and 7 - Files 93-94-22, 93-94-22.1, 93-94-23 and 93-94-23.1

Items:

File 93-94-22 is an ordinance implementing the fiscal provisions of the Memorandum of Understanding (MOU) between the Union of American Physicians and Dentists (UAPD) for Bargaining Unit 8-CC and the City and County of San Francisco.

File 93-94-22.1 is a resolution ratifying the MOU with the UAPD for Bargaining Unit 8-CC.

File 93-94-23 is an ordinance implementing the fiscal provisions of the MOU between the UAPD for Bargaining Union 11-AA and the City and County of San Francisco.

File 93-94-23.1 is a resolution ratifying the MOU with the UAPD for Bargaining Unit 11-AA.

Description:

The proposed resolutions (Files 93-94-22.1 and 93-94-23.1) would approve identical MOUs with Bargaining Units 8-CC and 11-AA of the Union of American Physicians and Dentists (UAPD), negotiated by the Employee Relations Division (ERD) of the Human Resources Department on behalf of the City. A tentative agreement was signed by the ERD on May 13, 1994. The proposed ordinances (Files 93-94-22 and 93-94-23) would implement the fiscal provisions of these MOUs. Board of Supervisors approval of these MOUs is necessary in order for the MOUs to be legally enforceable and binding. The proposed MOUs would cover the three-year period from July 1, 1994 through June 30, 1997. The UAPD represents 169 City employees, many of whom work less than full time for the City, in the following classifications:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Meeting of Government Efficiency and Labor Committee

<u>Bargaining Unit</u>	<u>Class</u>	<u>Number of Positions</u>	<u>Position Title</u>	<u>Maximum Ann. Salary</u>
8-CC	2210	11	Dentist	\$88,636
8-CC	2220	5	Physician	\$90,802
8-CC	2230	42	Physician Specialist	\$90,802
8-CC	2232	101	Senior Phys. Spec.	\$105,131
11-AA	2233	3	Supervising Phys. Spec.	\$113,117
8-CC	2236	1	Medical Advisor	\$60,474
8-CC	2292	1	Shelter Veterinarian	\$67,756
8-CC	2582	5	Forensic Pathologist	\$135,459
Total		169		

Although, as shown in the table above, there are currently 169 positions covered by these MOUs, as of October 1, 1994 all Physician Specialists and Senior Physician Specialists employed by San Francisco General Hospital (SFGH) (a total of 86 of the 143 in these classes listed above) will become employees solely of the University of California (U.C.) under an Affiliation Agreement between the University and SFGH, approved by the Board of Supervisors in May, 1994 (Files 172-94-3 and 97-94-4). (These Physicians are currently co-employed by UC and SFGH.) Therefore, as of October 1 the number of positions covered by these MOUs will decline by 86, from 169 to 83, since the MOU would only pertain to City employees.

As noted in Comment No. 4, Mr. Peter Praetz, Chief Financial Officer of SFGH, states that, while the fringe benefit increases contained in this MOU might be included in the initial Affiliation Agreement budget, any future increases in wages or benefits under the UAPD MOU would not effect the budget for the Affiliation Agreement. Mr. Praetz advises that future increases in wages or benefits of the Physicians covered under the Affiliation Agreement will be tied to changes in the wages and benefits structure of University Physicians, not City Physicians.

BOARD OF SUPERVISORS
BUDGET ANALYST

The major new fiscal provisions of the MOUs are summarized in the following table.

Provision	FY 1994-95	FY 1995-96	FY 1996-97
Wage Increase	No Increase	May be re-opened.	May be re-opened.
Charter-mandated \$5.15/mo. increase in contribution for employee health coverage.	\$10,444	\$10,444	\$10,444
Increase in dependent health coverage of \$25/mo.	\$31,489	\$31,489, subject to re-opening.	\$31,489, subject to re-opening.
Increase of one new floating holiday in FY 1994-95; two new floating holidays in FY 1995-96 & 1996-97.	\$28,635 maximum, but DPH personnel does not expect to backfill for this reduction in physician time.	\$57,270 maximum, but DPH personnel does not expect to backfill for this time.	\$57,270 maximum, but DPH personnel does not expect to backfill for this time.
Dental coverage.	No Increase	May be re-opened.	May be re-opened.
Increase in standby pay of \$10/day, \$15/weekend and \$25/holiday weekday.	\$20,082	\$20,082	\$20,082
Tuition reimbursement increase of \$5,000/year for each of 2 MOUs.	\$10,000	\$10,000	\$10,000
Total New Costs	\$72,015 to \$100,650, depending upon holiday backfill.	\$72,015 to \$129,285, depending upon holiday backfill & subject to re-opening .	\$72,015 to \$129,285, depending upon holiday backfill & subject to re-opening.
Cumulative New Costs			\$216,045 to \$359,220, depending upon holiday backfill & subject to re-opening.

Comments:

1. Although the proposed ordinances (Files 93-94-22 and 93-94-23) would implement the fiscal provisions of the MOUs for the full three-year contract period, these fiscal provisions, including any changes in FY 1995-96 and FY 1996-97 which may be made to salaries, retirement, health and dental contributions by the City, would be subject to renegotiation in FY 1995-96 and FY 1996-97.

2. Mr. John Madden of the Controller's Office estimates that the cost of the proposed agreement would be \$191,920 in FY 1994-95. This cost estimate is \$91,270 to \$119,905 in excess of the total FY 1994-95 cost estimate of the Budget Analyst of \$72,015 to \$100,650 shown in the table above because the Controller's cost estimate (1) includes a provision for employer pickup of \$16.20 per month in health costs that is not included in the Budget Analyst's analysis because it went into effect in FY 1993-94 as part of the existing contract and therefore was not included as a new cost; (2) bases dependent health pick-up on an assumption that 57% of members will be eligible for this benefit, at approximately \$1,900 less than the Budget Analyst estimate. The Budget Analyst's estimate is based on an actual FY 1993-94 count of members who were eligible; (3) is based on the maximum cost of the additional floating holiday assuming that all 169 current positions covered by these MOUs would receive the holiday. The Budget Analyst's estimate assumes that only those 83 positions remaining as City employees after the UC Affiliation Agreement goes into effect on October 1, 1994 would receive the additional floating holiday; (4) bases the cost of the standby pay increase on an average 20% increase among all types of standby pay, compared to the Budget Analyst's analysis in the table above which is based on actual dollar increases in each category (regular weekday, holiday weekday and weekends).

3. The cost of one additional floating holiday in FY 1994-95, and two additional floating holidays in FY 1995-96 and FY 1996-97 are included in the Controller's and the Budget Analyst's maximum cost estimate, which assumes that this holiday time off will be filled with temporary staff. However, Mr. Ed Gazzano of the Department of Public Health (DPH) Personnel Office advises that the DPH does not expect to backfill Physician or Dentist time lost due to additional floating holidays. Therefore, the Budget Analyst's costs estimates show a range that varies from no costs associated with backfill of extra holiday time to full backfill of extra holiday time.

4. As noted above, effective October 1, 1994, 86 positions currently covered by these MOUs and employed by the SFGH will be transferred to U.C. and become full UC (and not City) employees. Those employees will become employees of U.C. under an Affiliation Agreement between U.C. and SFGH. Ms. Cathryn Thurow of the UCSF Dean's Office states that the budget to implement the Affiliation Agreement is based on the current salary level for the positions to be transferred plus a 17 percent allowance for fringe benefits. Mr. Praetz of SFGH advises that, with the possible exception of the benefits increases that would take effect in FY 1994-95 under the proposed MOUs, any future increase in wages or health and welfare benefits under the UAPD MOU would not effect the budget for the Affiliation Agreement. Instead, future changes in the Affiliation Agreement budget for the Physician Specialists would be tied to changes in U.C. wages and benefits. Therefore, according to Mr. Praetz, any future increases in wages or fringe benefits under the UAPD MOUs would apply only to City employees, and not to the physicians scheduled to become U.C. employees on October 1, 1994 under the Affiliation Agreement.

The Budget Analyst's cost estimates assume that the proposed increases in employee and dependent health coverage for FY 1994-95 would apply to all 169 current UAPD positions. However, the additional floating holidays would apply only to the 83 UAPD positions that will remain with the City after October 1, 1994, and therefore potential backfill costs are applied only to those 83 remaining UAPD employees. Standby pay does not apply to SFGH positions.

Recommendation: Approval of the proposed resolutions and ordinances is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Items 8 and 9 - Files 93-94-24 and 93-94-25

Items: Item 8, File 93-94-24 - Ordinance implementing the fiscal provisions of the arbitrator's award covering the Fire Management Unit.

Item 9, File 93-94-25 - Ordinance implementing the fiscal provisions of the arbitrator's award covering the Police Management Unit.

Description: Negotiations for the Memorandums of Understanding (MOUs) between the City and Municipal Executives Association (MEA) for the Police and Fire Department's management classifications for the period July 1, 1993 to June 30, 1995, were completed March 29, 1994. Subsequently, legislation requesting that these MOUs be ratified was submitted to the Board of Supervisors for approval. The Board of Supervisors tabled action on these MOUs at its meeting on April 25, 1994.

The Municipal Executives Association declared an impasse on the negotiations of the MOUs on June 27, 1994 and requested that the MOUs be taken under consideration by the Arbitration Board. The Arbitration Board was established pursuant to Section 8.590-5 of the Charter. The Arbitration Board rendered a decision, in a hearing held on August 11, 1994 which affirms the original terms and conditions of the MOUs and orders their implementation in accordance with Section 8.590-5(e) of the Charter.

Section 8.590-5 provides that the arbitration decision "shall be final and binding on the parties to the dispute, including the City and County of San Francisco, its commissions, departments, officers and employees". The two proposed ordinances would therefore implement the fiscal provisions

The MOUs would become effective retroactively to July 1, 1993 and would expire June 30, 1995. However, the MOUs stipulate that matters requiring legislative approval, such as granting of increased employer contributions to retirement (see below) shall not become effective until such approval is granted by the Board of Supervisors. The following six management positions in the Police and Fire Departments are included under the proposed MOUs.

BOARD OF SUPERVISORS
BUDGET ANALYST

Police Department

Title	No.	Current Salary	Proposed Salary 1/1/94	Proposed Salary 7/1/94
0390 Chief of Police	1	\$124,210	\$130,421	\$136,942
0395 Assistant Chief*	1	110,220	115,731	121,518
	2			

Fire Department

Title	No.	Current Salary	Proposed Salary 1/1/94	Proposed Salary 7/1/94
0140 Chief of Department	1	\$124,210	\$130,421	\$136,942
0145 Assistant Deputy Chief	1	104,479	109,703	115,188
0150 Deputy Chief of Department	1	104,504	109,729	115,216
H51 Assistant Deputy Chief II	1	84,929	89,175	93,634
	4			

* This position is vacant and according to Lieutenant Larry Ryan of the Police Department, will remain vacant through FY 1994-95.

All of these employees are exempt from Civil Service and serve at the sole discretion and pleasure of the Appointing Officer or, in the case of the Police Chief and Fire Chief, the appointing authority (i.e. the Police Commission and Fire Commission.)

The proposed MOUs contain a non-discrimination section, which states that these MOUs would apply equally to all employees, that the employees may join and participate in the Municipal Executives Association for representation in all working conditions and employer relations matters, and that the parties agree to support the City's Affirmative Action Program. The proposed MOUs also state that all parties will comply with the Americans with Disabilities Act. The proposed MOUs also state that the City will continue to provide equipment and uniforms, as needed.

In addition, the proposed MOUs state that the City would provide the following:

Health plan benefits, including dependent coverage, and participation in the dental plan, comparable to other Police Officers (represented by the San Francisco Police Officers Association) and Firefighters (represented by San Francisco Firefighters, Local 798). According to Mr. Carl Bunch, the previous Director of the Employee Relations Division, these health and dental benefits have previously been approved by the Board of Supervisors for these positions (Ordinance 195-93 and Ordinance 196-93).

Increased contributions to the Retirement System, comparable to other Police Officers and Firefighters. Under the current MOU for Police Officers and Firefighters, the City is paying an additional 3% in Retirement Benefits of the portion normally paid by employees. In 1994-95, the City will pay an additional 5%.

Effective January 1, 1994 through June 30, 1995, salaries for the subject six positions would be maintained at the same pay percentage differentials between the six positions covered by the proposed MOU and those positions immediately below the six positions in the Civil Service classification system which were in effect as of June 30, 1992. Therefore, the effect of the MOU will be to increase the salaries for each of these six positions by 5%, effective retroactively to January 1, 1994. Another 5% increase will be granted on July 1, 1994.

The total cost of the proposed MOU through June 30, 1995 is \$116,733 as outlined in the table below. The cost is based on the Assistant Chief position in the Police Department remaining vacant through FY 1994-95 (see Comment 1).

	1993-94 Increase Over Current <u>Compensation</u>	1994-95 Increase Over Current <u>Compensation</u>	<u>Totals</u>
<u>Police Department Management</u> (1 position)			
Increased Salaries	\$3,106	\$12,731	\$15,837
Retirement On Salary Inc. @ 19.76%	614	2,516	3,130
Retirement Pickup (3% of total salaries for six months in 1993-94, 5% in 1994-5)	<u>1,909</u>	<u>6,847</u>	<u>8756</u>
Total for Police Department	\$5,629	\$22,094	\$27,723

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

	1993-94 Increase Over Current <u>Compensation</u>	1994-95 Increase Over Current <u>Compensation</u>	<u>Totals</u>
<u>Fire Department Management</u> (4 position)			
Increased Salaries	\$10,453	\$42,858	\$53,311
Retirement On Salary Inc. @ 19.47%	2,035	8,344	10,379
Retirement Pickup (3% of total salaries for six months in 1993-94, 5% in 1994-5)	<u>2,271</u>	<u>23,049</u>	<u>25,320</u>
Total for Fire Department	\$14,759	\$74,251	\$89,010
Total Increased Cost for 1993-94 and 1994-95	Police Fire	\$27,723 <u>89,010</u> \$116,733	

Comments:

1. The Controller has provided a cost estimate for the proposed MOUs of \$176,998, or \$60,265 more than the \$116,733 estimate shown above. The reasons for the increased estimate of the Controller are: a) the Controller has included the cost of the salary increase for the Police Department's Assistant Chief position even though it is vacant, b) the Controller has included the costs for dependent health care coverage for the term of the MOU even though this benefit, which has previously been approved by the Board of Supervisors, is not a new benefit; and c) the Controller's estimate has also included the cost of increased retirement contributions retroactive to July 1, 1993. As previously noted, the proposed MOUs state that matters requiring legislative approval, such as granting of increased employer contributions to retirement, shall not become effective until such approval is granted. According to Mr. Carl Bunch, former Director of Employee Relations, this provision therefore prohibits retroactive payment of the increased retirement contributions.

2. Lieutenant Ryan advises that the Police Department will be able to absorb the cost of this Police MOU in its existing budget.

3. Chief Howard Slater of the Fire Department reports that the Fire Department will also be able to absorb the cost of the Fire Department's MOU in its existing budget.

Recommendation: Approve the proposed ordinances.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 10 - File 97-94-56

Department: Department of Public Health (DPH)

Item: Ordinance amending Chapter 19A, Article I of the San Francisco Administrative Code by adding Section 19A.33 to permit the Department of Public Health to enter into subcontract agreements with the Public Health Foundation Enterprises, Inc. enabling the DPH to provide research services for HIV Vaccine Preparedness Studies.

Description: The proposed ordinance would amend the Administrative Code by adding a new Section 19A.33, which would authorize the Director of Public Health, with the approval of the Health Commission, to enter into subcontract agreements with the Public Health Foundation Enterprises (PHFE), Inc., a non-profit agency, to provide research services for a study entitled HIV Vaccine Preparedness Studies.

The DPH reports that the PHFE is to be awarded a grant in the estimated amount of \$792,515 from the Federal National Institute of Health for HIV related projects. DPH advises that PHFE is proposing to subcontract with the City, in the estimated amount of \$600,679, for the provision of research services in connection with the HIV Vaccine Preparedness Studies.

Comments: 1. Ms. Paula Jesson of the City Attorney's Office advises that it is not the norm for the City to enter into the type of subcontract agreements that are the subject of this report. As such, according to Ms. Jesson, the proposed amendment to the Administrative Code is necessary in order to establish a legal basis under which the City can enter into the proposed subcontract agreements with PHFE.

2. As noted above, under the proposed amendment, the DPH, with the approval of the Health Commission, would be authorized to enter into agreements on behalf of the City with PHFE. According to Ms. Jesson, if the Board of Supervisors approves the proposed ordinance, the DPH would, with the approval of the Health Commission, be able to enter into the proposed subcontract agreement in the estimated amount of \$600,679 and any future subcontract agreements with PHFE without further approval from the Board of Supervisors. As such, the Budget Analyst recommends that the legislation be amended to provide that the approval of the Board of Supervisors be required in order for the DPH to enter into all future subcontract agreements with the PHFE.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. Mr. Tim Piland of the DPH advises that the Department has not received formal approval from PHFE regarding the actual amount which the City would receive under the initial subcontract with PHFE. As previously noted, the estimated amount of the proposed subcontract is \$600,679. Mr. Piland states that a detailed budget, based on the actual amount of the subcontract, will be submitted at the time the DPH requests approval from the Health Commission to enter into the subcontract agreement with PHFE. As previously noted, the Budget Analyst suggests that such subcontractor be subject to approval of the Board of Supervisors. If the proposed legislation is amended to require Board of Supervisors approval to enter into all future subcontract agreements, a detailed budget for this subcontract with PHFE would also be submitted to the Board of Supervisors.

4. Mr. John O'Malley of the DPH, AIDS Office advises that the reason the Federal National Institute of Health has chosen to allocate the grant directly to PHFE as opposed to contracting directly with the City is because PHFE, had the specific expertise to provide the extensive and detailed administrative oversight connected to this grant.

Recommendation: 1. Amend the legislation to provide that the approval of the Board of Supervisors be required in order for the DPH to enter into all future subject agreements, including the subject subcontract agreement with the PHFE.

2. Approve the proposed ordinance, as amended.

Item 11 - 172-94-31

Department: Public Utilities Commission (PUC)
Water Department

Item: Resolution authorizing the General Manager of the Public Utilities Commission to execute a Mutual Aid Agreement with other water agencies in State Office of Emergency Services (OES) Region 2.

Description: The Public Utilities Commission wishes to enter into a mutual aid agreement with other water agencies in State Office of Emergency Services (OES) Region 2. The Water Agency Response Network (II-WARN) has been created to provide a forum for the development of Mutual Aid Agreements between water agencies in Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma counties. II-WARN has prepared an Omnibus Mutual Aid Agreement (the "II-WARN Agreement") which sets forth the mutual covenants, procedures, and responsibilities of agencies entering into such a mutual aid agreement.

Such mutual aid agreements are authorized by the California Emergency Services Act, California Government Code Section 8550. On August 9, 1994, the Public Utilities Commission adopted Resolution 94-0209 requesting that the Board of Supervisors authorize the General Manager of the Public Utilities Commission to execute the II-WARN Omnibus Mutual Aid Agreement governing procedures for mutual assistance between water agencies in times of emergency.

Under the terms of the II-WARN Agreement, one party may call upon any or all of the other party members in the event of an emergency, such as an earthquake or other natural disaster, for assistance in the form of personnel, equipment and materials. No party receiving a request for assistance (the "Lender") is obligated to provide any assistance or incur any liability for not complying with the request.

The party that requests assistance (the "Borrower") agrees to reimburse the Lender on terms varying with the type of resource provided. Loans of equipment by Lender must be returned by Borrower within 24 hours after receipt of oral or written request by Lender. Equipment must be returned in its original condition, and all repairs, refueling and maintenance of such equipment must be performed by

BOARD OF SUPERVISORS
BUDGET ANALYST

Borrower at Borrower's expense. Borrower shall reimburse Lender in kind or at actual replacement cost for expendable or non-returnable supplies. Personnel provided to Borrower by Lender must be paid for at Lender's full cost, equal to the employee's full salary or hourly wage plus fringe benefits and overhead, housing and food expenses, consistent with Lender's personnel union contracts or other conditions of employment.

According to the terms of the II-WARN Agreement, the Borrower holds harmless and indemnifies the Lender against all claims or losses related to the Lender's provision of emergency aid.

Comments:

1. The PUC was previously authorized by the Board of Supervisors on October 22, 1993 to enter into a mutual aid agreement with these Region 2 water agencies (Resolution 831-93). This previous mutual aid agreement expired on July 1, 1994. Mr. Tom Dickerman of the Water Department reports that the II-WARN Omnibus Mutual Aid Agreement is the updated version of this previous mutual aid agreement.

2. The proposed agreement includes a hold harmless clause which would indemnify and hold harmless the water agency providing the mutual aid from all claims, loss, damage, injury and liability that directly or indirectly arises from the agencies which receive mutual aid. The City Attorney's Office has reviewed the proposed Agreement and has approved it as to form, including the hold harmless clause.

3. Mr. Dickerman reports that this Agreement has no immediate fiscal impact. If there were disaster in the San Francisco area and another party in the mutual aid agreement were to provide aid to the City, then the San Francisco Water Department would reimburse such agency for their aid. Mr. Dickerman reports, however, that the Water Department would have to pay for emergency aid with or without the mutual aid agreement, but the Agreement serves to facilitate the immediate provision of aid. In addition, Mr. Dickerman reports that in the event of such a disaster, the Federal Emergency Management Agency (FEMA) typically provides approximately 94% of funds needed for disaster aid.

Recommendation: Approve the proposed resolution.

Item 12 - File 244-94-3.2

Department: Public Utilities Commission

Item: Resolution authorizing the Public Utilities Commission (PUC) to submit a bid and execute a contract with the National Park Service for the construction of a replacement electrical distribution system at the Presidio.

Description: On May 5, 1994 the Board of Supervisors approved a resolution (File 244-94-3.1) urging the Mayor to direct the General Manager of the PUC to aggressively bid for the National Park Service contract for the generation of electricity at the Presidio. In accordance with the Federal base Closure and Realignment Act of 1988, the Army must transfer control of most of the Presidio to the National Park Service's Golden Gate National Recreation Area (GGNRA). On July 5, 1994 the National Park Service issued a Request for Proposals for the construction of a replacement distribution system and a ten year contract for the operations and maintenance of the system and the supply of electrical energy to the occupants of the Presidio National Park.

The proposed resolution would authorize the PUC to submit a binding proposal to the National Park Service for the construction of a replacement electrical distribution system on a cost reimbursement basis, and to execute a contract based on this proposal. Any contract executed by the PUC with anticipated revenues of \$1 million or more, or which has a term of more than ten years, would be subject to approval by the Board of Supervisors. Mr. Lawrence Klein of the PUC states that the current annual power bill for the Presidio is \$4 million. Because the National Park Service expects to contract with the same entity to provide construction of the electrical system and on-going electrical power, Mr. Klein advises that anticipated gross revenues related to the proposed resolution would exceed the \$1 million threshold, and, therefore, Board of Supervisors approval of the final contract would be required.

Comments: 1. Mr. Klein of the PUC advises that the PUC has submitted a draft proposal to the National Park Service, and is presently engaged in negotiations with the National Park Service. Mr. Klein advises that these negotiations involve potential simultaneous resolution of both the distribution system construction and the power supply issues.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. Mr. Klein states that the PUC wishes to have this item continued, because negotiations between the PUC and the National Park Service are still in process. Mr. Klein advises that the National Park Service has indicated that they will inform the PUC within two weeks as to whether or not the PUC has been selected for the overall contract at the Presidio. Mr. Klein states that, if the PUC is selected, the PUC will bring the full contract for distribution system construction and power supply to the Board of Supervisors for approval.

3. Approval of the proposed resolution to submit a bid and execute a contract with the National Park Service for the construction of a replacement electrical distribution system at the Presidio would not bind the City to the terms of such a contract, which would, as explained above in Comment No. 2, require specific Board of Supervisors approval.

Recommendation:

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 13 - File 65-94-16

Department: Port Commission

Item: Ordinance approving a lease agreement between Humm Baby Associates and the City and County of San Francisco, operating by and through the San Francisco Port Commission, for a public plaza and park on Seawall Lot 329.

Location: Seawall Lot 329, located at Bryant Street and the Embarcadero

Purpose of Lease: Development of property into a public plaza and park with outdoor seating for an adjacent restaurant

Lessor: City and County of San Francisco

Lessee: Humm Baby Associates

No. of Sq. Ft. and Cost/Sq. Ft.: 6,342 square feet of open space at Seawall Lot 329 @ \$0.150 per square foot per month

Rent Payable by Lessee to Port: \$951.36 per month (\$11,416.32 annually), adjusted by the Consumer Price Index (CPI) beginning in the second year. (See Description regarding food concession gross receipts.)

Term of Lease: Ten years, commencing July 1, 1994

Right of Renewal: The proposed lease contains an option to extend the term for ten years. The terms and conditions for the ten-year extended term, including rent, are to be negotiated when the option is exercised.

Description: As part of the Waterfront Transportation Project, the intersection of Bryant Street and the Embarcadero was realigned, creating a 6,342 square foot triangular parcel at the northwest corner of the intersection which has been designated as Seawall Lot 329 (See Attachment).

Humm Baby Associates, a California limited partnership, is the developer of the Portside Condominium Project, which did not require the Board of Supervisors approval because the condominiums are being constructed on private property. A portion of the ground floor of the Portside office building, located on the northeast corner of the intersection of Main and Bryant Streets, is being developed into a

BOARD OF SUPERVISORS
BUDGET ANALYST

restaurant. The property on which the Portside building is located borders the northern property line of Seawall Lot 329. The proposed ordinance would authorize a lease between the Port and Humm Baby Associates to develop Seawall Lot 329 into a park and plaza, to be fully accessible to the public and to include an area for outdoor seating for the adjacent restaurant.

The proposed lease provides that the tenant, Humm Baby Associates, would be responsible for the cost of developing the public plaza and park at Seawall Lot 329, in accordance with plans approved by the Port. The Port estimates that the cost of such improvements would be approximately \$40,000. In addition, the tenant would be responsible for the maintenance of the public plaza and park. The Port would not incur any costs related to the plaza and the park.

The outdoor seating area to be developed on Seawall Lot 329 would initially be used only for take-out food from the adjacent restaurant, i.e., food sales would only occur inside the restaurant facility. However, the Port advises that food may be sold directly on Seawall Lot 329 at some point in the future. If this occurs, the Port would receive seven percent of gross receipts from food sold on Seawall Lot 329 in addition to the base rent of \$951.36 per month.

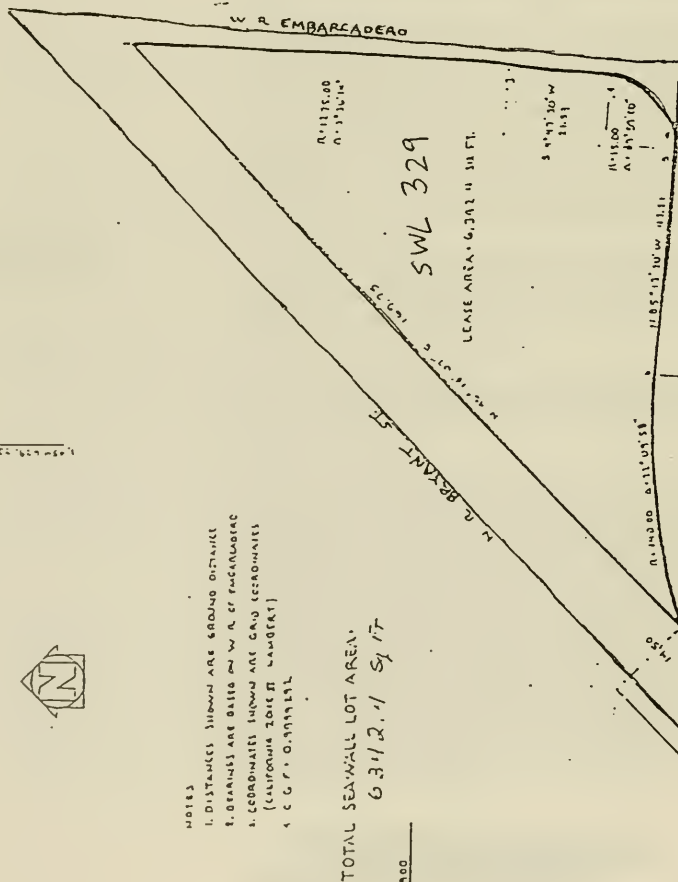
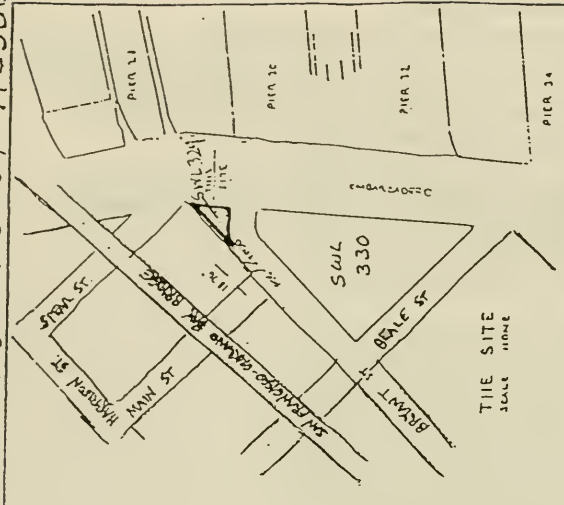
Comments:

1. Mr. Kirk Bennett of the Port advises that the proposed rental rate of \$0.150 per square foot per month (\$951.36 per month) is equivalent to the fair market value for unimproved Port property.
2. The Port Commission, in its Resolution No. 94-60 dated June 28, 1994, approved the proposed lease with Humm Baby Associates.
3. Section 3.581 (g) of the City Charter authorizes the Port Commission to enter into leases and franchises for the operation of property within the jurisdiction of the Port Commission. Under Section 7.402-1 of the City Charter, the Board of Supervisors must approve, by ordinance, the leases of real property entered into by a department, board or commission for a period of time in excess of ten years or having anticipated revenue to the City of one million dollars or more. This proposed lease requires the approval of the Board of Supervisors due to the existence of the ten-year option, which could potentially extend the ten-year term by an additional ten years.

4. As the lease with Humm Baby Associates commenced on July 1, 1994, the proposed ordinance should be amended to provide for ratification of action previously taken.

Recommendation: Amend the proposed ordinance to provide for ratification of action previously taken and approve the proposed ordinance, as amended.

EXHIBIT 1



100

1. DISTANCES SHOWN ARE APPROXIMATE
2. BEARINGS ARE GIVE ON A TRUE MAGNETIC
3. COORDINATES SHOWN ARE GARY COORDINATES
(CALIFORNIA ZONE 11 NORTH)

TOTAL SEAWALL LOT AREA.
63112.1 SQ FT

174,252,900

SWL 329

LCASE ANI A. 6, 342 " 31 57.

Contract No.

APPROVED BY
SAN FRANCISCO PORT COMMISSION
DATE _____

[illegible]

EXHIBIT I
JWL 329

PORT OF "SAN" FRANCISCO
SAN FRANCISCO PORT COMMISSION
DEPARTMENT OF ENGINEERING

[illegible]

0.470

1101

IN CHARGE OF
MATERIALS
RECEIVED BY
STATIONING NO.

146180.1

021 000000

Item 14 - File 97-94-55

Department: Public Utilities Commission (PUC)
Hetch Hetchy

Item: Ordinance amending Section 16.6-5 of the San Francisco Administrative Code to authorize Hetch Hetchy to join various organizations.

Description: Hetch Hetchy is currently a member of 17 organizations for the purposes of protecting San Francisco's water rights, retaining technical consulting services, gaining access to the bulk power market (in which wholesale power is purchased and sold), and coordinating with other water utilities to establish positions on regulatory initiatives.

The proposed ordinance would amend Administrative Code Section 16.6-5 by adding two more organizations to the list of organizations to which Hetch Hetchy belongs. The first of these two organizations is the California Rural Water Association (CRWA), which is comprised of small rural water utilities throughout California and the purpose of which is to assist water utilities in the operation and maintenance of water treatment plants. Hetch Hetchy wishes to join the CRWA because Hetch Hetchy is seeking access to additional expertise and training for the operation of its three water treatment plants (Moccasin, O' Shaughnessy and Early Intake) in Tuolumne County. Membership dues for the CRWA are \$150 per year, which would be paid for out of Hetch Hetchy's FY 1994-95 operating budget. Hetch Hetchy's membership in the CRWA was approved in Hetch Hetchy's FY 1994-95 budget.

The proposed ordinance would also authorize Hetch Hetchy to join the Western Systems Coordinating Council (WSCC), which is comprised of utilities in the western United States and which promulgates regulations pertaining to the bulk power transmission systems of the western United States. According to Hetch Hetchy, the \$20 million per year worth of power purchased and sold by Hetch Hetchy in the bulk power market represents a significant percentage (27 percent) of Hetch Hetchy's annual gross power revenues of \$75 million. As such, Hetch Hetchy advises that participation in WSCC would be beneficial in order to protect the City's interests and to stay current on industry practices. Membership dues for the WSCC are \$15,000 per year and would be paid for out of Hetch Hetchy's FY 1994-95 operating budget. Hetch Hetchy's membership in the WSCC was approved in the 1994-95 budget.

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. As stated above, Hetch Hetchy currently has membership in 17 organizations, costing \$158,701 annually in membership dues. This \$158,701 was approved in the 1994-95 budget, in addition to the \$15,150 (\$15,000 plus \$150) approved for the CRWA and the WSCC, for a total of \$173,851.

2. Therefore, this proposed request to amend the Administrative Code, which would authorize Hetch Hetchy to have membership in two additional organizations, is consistent with the prior actions of the Board of Supervisors in approving the FY 1994-95 budget for Hetch Hetchy.

Recommendation: Approve the proposed ordinance.

Item 15 - File 64-94-15

Departments: Real Estate Department
Sheriff's Department
District Attorney

Item: Resolution authorizing extension of certain existing leases of real property required by the Sheriff's Department and the District Attorney

Locations: (a) 444 - 6th Street (Sheriff's Department)
(b) 732 Brannon Street, 2nd Floor (District Attorney)

Purpose of Leases: (a) Prisoner's Services Program (444 - 6th Street)
(b) District Attorney's Consumer Fraud and Special Prosecution Units (732 Brannon Street)

Lessor: (a) Bramival Company (444- 6th Street)

Sublessor: (b) First California Investments, a California Partnership (732 Brannon Street)

No. of Sq. Ft. and Cost/Month: (a) 444 - 6th Street (2,578 square feet, \$2,178 per month, \$0.84 per square foot)
(b) 732 Brannon Street (8,000 square feet, \$9,250 per month, \$1.16 per square foot)

Annual Cost: (a) 444 - 6th Street - \$26,136
(b) 732 Brannon Street - \$111,000

% Decrease from 1993-94: (a) 444 - 6th Street - monthly rental is the same as the prior year
(b) 732 Brannon Street - 9 percent (see Comment 1 below)

Utilities and Janitor Provided by Lessor: (a) At 444 - 6th Street, janitorial service is included in the rent; the City pays for all utilities.
(b) At 732 Brannon Street, the sublessor pays for all utilities and janitorial services.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

- Term of Leases:** (a) 444 - 6th Street - lease term is on a month-to-month basis, not to exceed 12 months, commencing July 1, 1994. The City has leased this space for 21 years (see Comment 2 below).
- (b) 732 Brannon Street - lease term is on a month-to-month basis, not to exceed 12 months, commencing July 1, 1994. The City has leased this space for 10 years (see Comment 3 below).
- Right of Renewal:** (a) 444 -6th Street - all renewal options have expired
- (b) 732 Brannon Street - all renewal options have expired
- Source of Funds:** (a) 444 - 6th Street - Sheriff's Department Prisoner Services Program - General Fund
- (b) 732 Brannon Street - District Attorney's Consumer Fraud and Special Prosecution Units - General Fund
- Comments:**
1. The monthly rent in the lease extension at 732 Brannon Street represents a 9 percent decrease from the 1993-94 rental rate. The Real Estate Department advises the monthly rental amount for this property was reduced to reflect the current fair market value of this property.
 2. The lease at 444 - 6th Street has been established on a month-to-month basis because the landlord plans to sell the property and has notified the Sheriff's Department that it must vacate the premises by October 8, 1994. The Real Estate Department advises that the Sheriff's Department is in the process of locating an alternative site for the Prisoner Services Program.
 3. The lease at 732 Brannon Street has been established on a month-to-month basis because this location is not wheelchair accessible. Therefore, the District Attorney is investigating other possible sites for the relocation of its Consumer Fraud and Special Prosecution Units.
 4. The funding for each of the two above-noted leases, has been included in each Department's budget for fiscal year 1994-95.
 5. According to Mr. Phil Aissen of the Real Estate Department, the proposed rents represent the fair market value for both of the properties.

6. As previously noted, the proposed leases were in effect as of July 1, 1994. As such, the proposed legislation provides that the commencement date of the above-noted leases shall be retroactive to July 1, 1994.

Recommendation: Approve the proposed resolution.

Item 16 - File 64-94-16

Departments: Real Estate Department
Police Department

Item: Resolution authorizing a revocable license at 450 Seventh Street for the Police Department.

Location: 450 Seventh Street

Purpose of License: To provide space for the parking of Police vehicles

Licenser: U.S. General Services Administration (GSA)

No. of Sq. Ft. and Cost/Month: 29,400 square feet @ \$0.1377 per square foot per month, for a total of \$4,048 per month (92 parking spaces at \$44 per parking space)

Annual Cost: \$48,576

% Increase over 1993-94: None

Term of License: July 1, 1994 through June 30, 1995 (12 months)

Source of Funds: Police Department's FY 1994-95 Budget (General Fund)

Right of Renewal: By mutual agreement between the City and the U.S. General Services Administration (GSA), this revocable license is subject to renewal on an annual basis. This agreement has been in effect for eight years.

Comments:

1. According to Ms. Claudine Venegas of the Real Estate Department, the proposed license would be retroactive to July 1, 1994. Therefore, the proposed resolution should be amended to provide for ratification of action previously taken.
2. According to Ms. Venegas, the monthly rental rate of \$44 per parking space, which is the same rate charged in FY 1993-94, continues to reflect the fair market value for the parking spaces.
3. Ms. Venegas reports that the parking lot is secured with a chain link fence and a locked gate.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

Recommendation: Amend the proposed resolution to provide for ratification of action previously taken and approve the proposed resolution, as amended.

Item 17 - 172-94-30

Department: Sheriff's Department

Item: Resolution authorizing the San Francisco Sheriff's Department to enter into an agreement with the University of California, San Francisco, for program evaluator services, and providing for dual indemnification from claims or other damages which may arise as a result of performance under said Agreement.

Amount: Not to exceed a maximum amount of \$72,877.

Source of Funds: Federal Center for Substance Abuse Treatment

Term of Contract: Commencing upon approval by the Board of Supervisors through June 30, 1995.

Description: The Board of Supervisors previously approved a supplemental appropriation ordinance (File 101-93-49) that authorized the Sheriff's Department to accept and expend a grant from the Federal Center for Substance Abuse Treatment to fund the SISTER Project, a comprehensive treatment program for female inmates with serious substance abuse problems. This grant, previously approved by the Board of Supervisors, required that an independent evaluation of the project be performed.

The proposed resolution would authorize the Sheriff's Department to enter into an agreement with the University of California, San Francisco (UCSF), to provide the independent evaluation on the project for the substance abuse services provided under the existing grant. UCSF's contractual services would include designing and implementing an evaluation plan, and assisting in productions of annual reports on an in-custody substance abuse treatment program. In addition, the contractor would interface with Sheriff's Department designees, including Custody and Treatment staff, to report on the results of process evaluation, and provide quarterly reports to the Sheriff's Department on all aspects of the project.

The contractor would submit monthly invoices to the Sheriff's Department for payment of the hours worked during the previous month. The contractor's invoices would be based upon the following project budget:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

<u>Item</u>	<u>FTE</u>	<u>Amount</u>
Psychologist	.20	\$12,059
Psychologist	.20	10,375
Research Assistant	.10	4,044
Research Assistant	.20	9,875
Administrative Assistant	.10	4,119
Policy Analyst	.20	<u>7,956</u>
Total UCSF Personnel and Fringe Benefits	1.00	\$48,428
Out of State Travel		1,388
Office Supplies		1,680
<u>Other Operating Expenses</u>		
Telephone		1,590
Photocopy		1,575
Software		430
Psychological Test		2,640
Equipment Maintenance		<u>200</u>
Total Other		<u>\$6,435</u>
Subtotal		\$57,931
UCSF Overhead Costs (approximately 26 percent of direct costs)		<u>14,946</u>
Total Maximum Contract Amount		\$72,877

Comments:

1. As noted above, the proposed grant would be funded through a grant with the Federal Center for Substance Abuse Treatment. According to Sergeant Richard Ridgeway of the Sheriff's Department, the original grant budget included sufficient funds for a contractor to provide an independent evaluation of the project.
2. The above listed project budget represents the maximum amount of costs that can be incurred under the proposed contract. The actual project expenditures would be based upon monthly invoices submitted by the contractor detailing the actual costs incurred.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. The \$1,388 budgeted for Out-of-State Travel would be used for UCSF contract staff to attend Federally-required cluster meetings in Washington, D.C.

4. The proposed agreement would indemnify both the Sheriff's Department and UCSF, meaning that both the City and UCSF would be held harmless from any liability, loss, expense, attorney's fees or claims or injury and damages arising out of the performance of the agreement. According to Mr. Preston Tom of the City Attorney's Office, it is standard to include the indemnification clause in contracts with other government agencies, such as UCSF.

Recommendation: Approve the proposed resolution.

Item 18 - File 51-94-2

1. The proposed resolution would authorize the reimbursement for the cost of personal property of City and County employees, which was damaged in the line of duty during April, May and June, 1994.

2. Section 10.25-1 of the Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the costs of replacing or repairing equipment or property which has been damaged or destroyed in the line of duty without the fault of the City employees. The Controller recommends reimbursement after reviewing the claim and after reviewing the Department Head's certification that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable.

3. Of the 17 employee claims submitted, the Controller's Office has recommended that seven claims be denied, four claims be partially paid and six claims be fully paid. The total reimbursement amount for the four claims to be partially paid and the six claims to be fully paid is \$1,525.31 (See Attachment).

Comment

The Controller has certified that funds are available for these employee reimbursements. The source of funds is Claims and Judgments, General Fund, included in the 1994-95 budget.

Recommendation

Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

File No. 51-94-2
Date: July 27, 1994

REIMBURSEMENT FOR DAMAGED OR STOLEN
PERSONAL PROPERTY OF CITY EMPLOYEES

<u>Department</u> <u>Claimant</u>	<u>Amount</u> <u>Claimed</u>	<u>Amount</u> <u>Recommended</u>	<u>Controller's</u> <u>Comments</u>
<u>Human Resources</u>			
Felicia C. Johnson	210.00	-0-	Deny, lost cash is not reimbursable and there is no evidence of City responsibility.
<u>Controller</u>			
Dwight Compton	742.73	-0-	Deny on technical grounds, although the theft occurred through no apparent fault of the employee.
<u>Juvenile Probation</u>			
Gene Brayman	197.15	149.15	Allow for the replacement of eyeglasses but do not reimburse for eye exam.
William Johnson	147.00	147.00	Allow, the incident occurred through no fault of the employee.
<u>Planning</u>			
Vincent Marsh	566.00	262.50	Allow for work-related items only.
<u>Municipal Railway</u>			
Sheila Mullen	190.00	67.50	Allow for work-related items only.

<u>Department</u>	<u>Amount</u>	<u>Amount</u>	<u>Controller's</u>
<u>Claimant</u>	<u>Claimed</u>	<u>Recommended</u>	<u>Comments</u>
<u>Assessor</u>			
Michael Jine	500.00	-0-	Deny on technical grounds, the employee already receives a monthly allowance over and above normal mileage for the use of their personal vehicle.
Kan Shen	73.36	-0-	Deny on technical grounds, the employee already receives a monthly allowance over and above normal mileage for the use of their personal vehicle.
<u>District Attorney</u>			
Patricia Jeong	160.00	-0-	Deny reimbursement of items that are not work-related.
<u>San Francisco General</u>			
Leroy Gage	130.00	130.00	Allow, the incident occurred through no fault of the employee.
Dr. Kevin Kallas	103.00	103.00	Allow, the incident occurred through no apparent fault of the employee.

page 3

<u>Department</u> <u>Claimant</u>	<u>Amount</u> <u>Claimed</u>	<u>Amount</u> <u>Recommended</u>	<u>Controller's</u> <u>Comments</u>
<u>San Francisco General (cont...)</u>			
Kenneth Gilmore	40.00	-0-	Deny, there is no evidence of City/County responsibility.
Linda Gacula	386.00	311.00	Allow for the replacement of eyeglasses but deny for the reimbursement of an eye exam.
Dean Keliata	185.10	185.10	Allow, the incident occurred through no apparent fault of the employee.
<u>Department of Public Works</u>			
C. Dusty Lowery	40.76	40.76	Allow, the incident occurred through no apparent fault of the employee.
Sheldon Jones	129.30	129.30	Allow, the incident occurred through no apparent fault of the employee.
<u>Department of Public Health</u>			
Tracy Chan	8.00	-0-	Deny, there is no evidence of City/County responsibility.
GRAND TOTAL		\$1,525.31	

Item 19 - File 286-94-1

Department: Mayor's Office of Business and Community Services
Small Business Advisory Commission (SBAC)

Item: Hearing to consider the status of the Small Business Advisory Commission, its members and its failure to meet.

Description: In 1985, Article XIII of Chapter 5 of the San Francisco Administrative Code was enacted to establish the Mayor's Bureau for Small Business (MBSB) and the Small Business Advisory Commission (SBAC). The purpose of the Mayor's Bureau for Small Business is to develop a cooperative and supportive relationship between the small business community and the City. Article XIII of Chapter 5 also created the Small Business Advisory Commission (SBAC) and named the Executive Director of the Mayor's Office of Housing, Economic Development and Small Business as the director of the SBAC. The Mayor's Bureau of Small Business is responsible for providing staff and administrative support services necessary for the SBAC to carry out its responsibilities under the Administrative Code.

The powers and duties of the SBAC are as follows: 1) Monitor the operation of the Mayor's Bureau for Small Business; 2) Hold public hearings on matters of concern to small business; 3) Review national, State and local legislation which may have an impact on small business; 4) Recommend policy positions to the Board of Supervisors and the Mayor on legislation affecting small business; 5) Cooperate with and make recommendations to other City agencies, commissions and departments which administer and enforce regulations which affect small business; 6) Monitor the growth or decline of small business within the City; and 7) Report annually to the Mayor and the Board of Supervisors on the activities and concerns of the Commission.

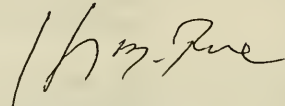
Article XIII of Chapter 5 of the Administrative Code authorizes the Mayor to appoint 11 Commissioners to the SBAC, each of whom are required to be representative of small business. Although the present Mayor has not appointed new Commissioners to the SBAC to replace the Commissioners appointed by the former Mayor, according to Mr. Burke Delventhal of the City Attorney's Office, the Commissioners appointed by the former Mayor are considered to be active members until they are replaced. As such, despite the fact that their terms have expired, the Commissioners appointed by the former Mayor are authorized to continue fulfilling their duties as SBAC

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 7, 1994 Government Efficiency and Labor Committee Meeting

Commissioners until new Commissioners are appointed by the current Mayor.

However, according to the Office of the Sponsor of the proposed hearing, the current SBAC Commissioners have not been receiving agendas for SBAC meetings since the SBAC last met in 1992. Ms. Linda Mjellem of the Mayor's Office of Business and Community Services advises that one of the reasons why SBAC members have not received meeting agendas is because the Commission-appointed Secretary of the SBAC, who is responsible for initiating the agendas, resigned in 1992, and a new Commission Secretary has not been appointed.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

SEP 19 1994

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CALENDAR

GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCOSPECIAL MEETING

MONDAY, SEPTEMBER 19, 1994-1:00 PM

City Hall, Second Floor, Room 228

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

* * * * *

Disability Access

The Board of Supervisors Committee Meeting Room (228) and the Legislative Chamber of the Board are on the second floor of City Hall.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



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Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 235 staff.

The following services are available on request 72 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

REGULAR CALENDAR

1. File 93-94-29. [Memorandum of Understanding] Resolution ratifying a Memorandum of Understanding covering employees of the City and County of San Francisco represented by the Service Employees International Union, AFL-CIO, Locals 250, 535 and 790 for the period May 24, 1993 through June 30, 1997; companion measure to File 93-94-29.1. (Department of Human Resources)

ACTION:

2. File 93-94-29.1. [Compensation] Ordinance adopting fiscal provisions contained in a Memorandum of Understanding covering employees of the City and County of San Francisco represented by the Service Employees International Union, AFL-CIO, Locals 250, 535 and 790 for the period May 24, 1993 through June 30, 1997; companion measure to File 93-94-29. (Department of Human Resources)

ACTION:

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may move to meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlement of the lawsuit listed below, this lawsuit involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of the settlement would prejudice the position of the City in the lawsuit.

3. File 46-94-12. [Partial Settlement] Ordinance authorizing a partial settlement in litigation challenging an Arbitration Award involving employees represented by the Service Employees International Union, AFL-CIO, Locals 250, 535 and 790 for the period May 24, 1993 through June 30, 1997. (Supervisor Hallinan)

ACTION:

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlement listed above at this time and may move not to disclose any information at this time.

REGULAR MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, SEPTEMBER 20, 1994 - 1:00 P.M. City Hall, 2nd Fl., Room 228

Members: Supervisors Hallinan, Kaufman, Migden

Clerk: Joni Blanchard

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item:

- a. File 25-94-30. [Prop J Contract, Airport Information Booth] Resolution approving Controller's certification that Airport Information Booth Program for San Francisco Airport can be practically performed by private contractor at a lower cost for this program than if work was performed by City employees at presently budgeted levels. (Supervisor Hallinan)

ACTION:

- b. File 25-94-31. [Prop J Contract, Port Security Services] Resolution concurring with Controller's certification that security services for the Port can be practically performed by private contractor at lower cost than by City and County employees. (Port Commission)

ACTION:

- c. File 25-94-29. [Prop J Contract, Security Svcs./25 Van Ness] Resolution concurring with Controller's certification that security services for 25 Van Ness Avenue can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)

ACTION:

- d. File 38-94-13. [Gift Acceptance for United Nations Plaza] Resolution accepting a gift valued at \$350,000 for improvements to United Nations Plaza. (Chief Administrative Officer)

ACTION:

- e. File 146-94-22. [State Grant, CA Healthcare for Indigents] Resolution authorizing Public Health to apply for, accept and expend a grant of \$9,404,875 for FY 94-95 funding from State Department of Health Services for California Healthcare for Indigents (CHIP) funds for medical services to indigent persons, professional services, medical services contracts, materials and supplies, facilities rental, personal services, and indirect costs of \$134,544, based on 1.658646% of county hospital and other health services CHIP allocations. (Dept. of Public Health)

ACTION:

- f. File 146-94-23. [State Grant, Solid Waste Facilities & Inspection] Resolution authorizing Public Health, Bureau of Environmental Health Services, to apply for retroactively and accept and expend a grant of \$22,004, from the California Integrated Waste Management Board, for the support of the Bureau of Environmental Health Services, Local Enforcement Agency's solid waste facilities permit and inspection program; waiving indirect cost; providing for action previously taken. (Department of Public Health)

ACTION:

- g. File 94-94-3. [Federal Grant, Energy Management Activities] Resolution authorizing General Manager of PUC to apply for, accept and expend a grant of \$100,000, which includes indirect costs of \$12,326 based on 20% of salaries, from the U.S. Dept. of Energy and Urban Consortium Energy Task Force; ratification of action previously taken. (Public Utilities Commission)

ACTION:

REGULAR CALENDAR

2. File 97-94-57. [Campaign Contribution Cap] Ordinance amending Administrative Code Section 16.503 and adding Section 16.508-1 relating to limits on contributions to controlled ballot measure committees. (Supervisor Hallinan)

ACTION:

3. File 13-94-19. [Federal Legislation, S 1822, Telecommunications] Resolution urging the Senate to provide that any new version of S 1822 must allow local governments to negotiate franchise agreements with telephone companies that provide video/cable services and programming as well as preempt local tax authority. (Supervisor Kennedy)

ACTION:

4. File 172-94-33. [Presidio Sewer Services Agreement Modification] Resolution authorizing the CAO to execute an agreement for the payment of \$4,000,000 by the Department of the Army to the City for sewer services and construction costs. (Chief Administrative Officer)

ACTION:

5. File 172-94-33.1. [Presidio Sewer Service] Resolution approving agreement between the U.S. of America, acting by and through the National Park Service, and the City and County of San Francisco acting by and through the CAO, regarding payment by the Presidio of San Francisco for sewer services. (Supervisor Hallinan)

ACTION:

6. File 93-94-26. [MOU, San Francisco Interns & Residents] Resolution ratifying an agreement to extend the Memorandum of Understanding between the City and County of San Francisco and the S.F. Interns and Residents Association for two additional years. (Also see File 93-93-9, Resolution No. 671-93). (Department of Human Resources)

ACTION:

7. File 93-94-27. [MOU, Teamsters Local 856, Animal Keepers] Resolution ratifying amendment to Memorandum of Understanding between the City and County of San Francisco and the Professional and Vocational Employees Division of Teamsters, Local 856. (Department of Human Resources)

ACTION:

8. File 143-94-8. [Traffic Offender Program] Resolution authorizing the Chief of Police to apply for, retroactively, accept and expend funds in the amount of \$331,994.00 for funding from the California Office of Traffic Safety (OTS) for a project entitled "Traffic Offender Program", and waiving indirect costs per the attached guidelines. (Police Commission)
(Consideration continued from 9/7/94)

ACTION:

9. File 94-93-5. [Grant - Federal Funds] Resolution authorizing the Public Utilities Commission to apply for \$9,465,000 of Federal Surface Transportation Program and Congestion Management Air Quality Capital Assistance, and \$1,229,915 from various local match sources such as from State Transit Capital Improvement Funds, State Traffic Systems Management Funds, State Urban Rail Bond Funds, State Clean Air and Transportation Improvement Act Bond Funds, State Transit Assistance Funds, Transportation Development Act Funds, Bridge Toll Net Revenues, Regional Measure One Funds, Gas Tax Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation Funds, and/or San Francisco County Transportation Sales Taxes for five Municipal Railway Projects, including \$551,388 of indirect costs. (Public Utilities Commission)
(Consideration continued from 9/7/94)

ACTION:

10. 244-94-3.3. [Presidio Power Contract] Resolution authorizing the Public Utilities Commission to execute a contract with the National Park Service for the construction of a replacement electrical distribution system and to provide power and utility services for a period of ten years at the Presidio. (Public Utilities Commission)

ACTION:

11. File 47-94-11. [Lease, Polk-Bush Garage with Anin Inc./Pip Printing] Ordinance approving a lease of commercial space in Polk-Bush Garage to Anin, Inc. dba Pip Printing. (Real Estate Department)

ACTION:

12. File 47-94-12. [Lease, Polk-Bush Garage with Quetzal Cocoa Company] Ordinance approving a lease of commercial space in Polk-Bush Garage to Frederick L. Charron, Jr. and Wayne R. Newman, individuals and properties dba "Quetzal Co." (Real Estate Department)

ACTION:

13. File 286-94-1. [Small Business Advisory Commission] Hearing to consider the status of the Small Business Advisory Commission, its members and failure to meet. (Supervisors Hallinan, Alioto)
(Consideration continued from 9/7/94)

ACTION:

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may move to meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

14. File 45-94-46. [Settlement of Litigation, Hyun Cho] Ordinance authorizing settlement of litigation of Hyun Cho against the City and County of San Francisco by payment of \$15,000. (Municipal Court No. 97-345) (City Attorney)
(Consideration continued from 9/7/94)

ACTION:

15. File 45-94-47. [Settlement of Litigation, Ebony Jones] Ordinance authorizing settlement of litigation of Ebony Jones against the City and County of San Francisco by payment of \$6,000. (Superior Court No. 947-476) (City Attorney)
(Consideration continued from 9/7/94)

ACTION:

16. File 45-94-48. [Settlement of Litigation, Steven Godbier] Ordinance authorizing settlement of litigation of Steven Godbier against the City and County of San Francisco by payment of \$30,000. (Superior Court No. 952-760) (City Attorney)
(Consideration continued from 9/7/94)

ACTION:

17. File 45-94-49. [Settlement of Litigation, Resolution Trust Corp.] Ordinance approving the settlement of litigation of Resolution Trust Corporation, as receiver for Homestead Savings and Loan Association, in the sum of \$883,618.51 (consisting of \$658,958.41 in tax refunds and \$224,660.10 in interest) to be paid in four equal annual installments. (Superior Court No. 956-020) (City Attorney)

ACTION:

18. File 45-94-50. [Settlement of Litigation, Dorothy Mosley] Ordinance authorizing settlement of litigation of Dorothy Mosley against the City and County of San Francisco by payment of \$9,500. (Superior Court No. 942-017) (City Attorney)

ACTION:

19. File 45-94-51. [Settlement of Litigation, Stephen Noetzel] Ordinance authorizing settlement of litigation of Stephen Noetzel against the City and County of San Francisco by payment of \$16,626.85. (Superior Court No. 946-764) (City Attorney)

ACTION:

20. File 46-94-10. [Lawsuit, CCSF v Abdelkader Andrade Contreras] Ordinance authorizing settlement of City and County of San Francisco v. Abdelkader Andrade Contreras, et al., upon the receipt of the sum of \$25,000. (Superior Court No. 959961) (City Attorney)

ACTION:

21. File 46-94-11. [Lawsuit, Robert Donohue v. Housing Authority] Ordinance authorizing settlement of Robert Donohue v. San Francisco Housing Authority, et al., upon receipt of the sum of \$40,000 and dismissal of complaint. (Superior Court No. 866133) (City Attorney)

ACTION:

22. File 48-94-17. [Settlement of Claim, World Savings Loan Association] Resolution authorizing settlement of unlitigated claim of World Savings & Loan Association, in the sum of \$756,922.39 (consisting of \$607,555.40 in tax refunds and \$149,366.99 in interest) to be paid in four equal annual installments. (City Attorney)
(Consideration continued from 9/7/94)

ACTION:

23. File 48-94-18. [Settlement of Claim, Debra Babarsky] Resolution approving the settlement of the unlitigated claim of Debra Babarsky by payment of \$20,000. (City Attorney)

ACTION:

24. File 48-94-19. [Settlement of Claim, Janet Goldstein] Resolution approving the settlement of the unlitigated claim of Janet Goldstein by payment of \$45,000. (City Attorney)

ACTION:

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!



BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

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September 16, 1994

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst
SUBJECT: September 19, 1994 Government Efficiency and Labor Committee Meeting

Items 1 and 2 - Files 93-94-29 and 93-94-29.1

Items: Item 1, File 93-94-29 - Resolution ratifying a Memorandum of Understanding covering employees of the City represented by the Service Employees International Union (SEIU), AFL-CIO, Locals 250, 535, 790 for the period May 24, 1993 through June 30, 1997.

Item 2, File 93-94-29.1 - Ordinance adopting fiscal provisions contained in a Memorandum of Understanding covering employees of the City represented by the Service Employees International Union (SEIU), AFL-CIO, Locals 250, 535, 790 for the period May 24, 1993 through June 30, 1997.

Description: The latest Memorandum of Understanding (MOU) for the over 12,000 employees in 445 employee classifications represented by Service Employees International Union Locals 250, 535, 790 expired on February 28, 1993. Attempts at collective bargaining by the City and SEIU failed to produce a new MOU and pursuant to Charter Section 8.409 binding arbitration commenced that resulted in an award in the SEIU's favor dated May 23, 1993 for a three-year period known as the Kagel Award (named after Mr. John Kagel, the arbitrator).

The Mayor recommended rejection of the Kagel Award but the Board of Supervisors did not approve rejection of the Kagel Award by the two-thirds majority required by Charter Section 8.409. The Mayor's Office then filed a legal action to reject the Kagel Award but before the litigation could go to trial, the City and SEIU began further negotiations that resulted in the proposed MOU that would settle the disputed issues that are the subject of the litigation.

The proposed three-year MOU for the period from July 7, 1994 through June 30, 1997 includes the settlement of monetary and working conditions issues and includes provisions for the continuing negotiations to resolve the remaining non-monetary issues, including issues for the period from May 24, 1993 through July 6, 1994.

Significant monetary changes included in the proposed MOU that increase the City's costs by more than \$10,000 annually are as follows (the Controller's estimates for the three-year costs of these monetary items follows these descriptions):

Bi-Lingual Pay

The bi-lingual pay premium is increased by \$15 per biweekly pay period from \$35 to \$50.

Inequity Adjustments

Inequity adjustments will be made to bring the pay levels for 24 classifications of employees into line with similar classifications in other jurisdictions.

Mace Training

Training in the use of Mace shall be provided at no charge to non-uniform employees whose positions, hours or work conditions put them at risk. The Mace shall also be supplied to the employees at no charge.

Employee Assistance Program

The City shall budget \$125,000 annually to continue the City-wide Employee Assistance Program administered by the Department of Public Health.

Child Care

The City shall budget \$125,000 for the purpose of funding a permanent child care facility at or near San Francisco General Hospital (SFGH).

Tuition Reimbursement Program

Employees represented by SEIU may be reimbursed for up to \$250 annually for continuing education courses required in order to maintain professional licenses or certifications.

Temporary Employee Pay Increments

Beginning May 1, 1995, temporary employees shall receive five percent merit increases (step increases) at the same time intervals as for Permanent employees.

Pay Equity

Adjustments for pay equity will continue to be interpreted and administered in accordance with the criteria set forth in the 1989-1993 Pay Equity Agreements. The Human Resources Department will conduct a pay equity study that will be adopted by the Board of Supervisors no later than May 31, 1995.

Longevity Pay

After the completion of ten continuous years of service for the City, an employee represented by SEIU shall be granted a \$0.30 per hour increase in pay. This provision becomes effective on July 1, 1996.

Wage Increases

The wages of all City employees represented by SEIU will be increased as follows:

<u>Fiscal Year</u>	<u>Percentage Increase</u>	<u>Effective Date</u>
1994-95	1.0 %	January 1, 1995
1995-96	an additional 1.0 %	July 1, 1995
1995-96	an additional 1.0 %	January 1, 1996
1996-97	an additional 2.0 %	July 1, 1996
1996-97	an additional 1.5 %	January 1, 1997

Retirement Pickup

City employees represented by SEIU currently contribute 7.5 percent of their wages through payroll deduction towards their retirement pensions. The proposed MOU requires the City to pay [pickup] portions of the employees' contributions as follows:

Memo to Government Efficiency and Labor Committee
September 19, 1994 Special Government Efficiency and Labor Committee Meeting

<u>Period</u>	<u>Percent Of Employee Contribution Pickup</u>
August 8, 1994 through February 24, 1995	1.5 %
February 25, 1995 through June 30, 1995	3.0 %
July 1, 1995 through December 29, 1995	4.0 %
December 30, 1995 through December 27, 1996	5.5 %
December 28, 1996 through June 30, 1997	7.0 %
Beginning July 1, 1997	7.5 %

Dependent Health Care Insurance Premium Pickup

The City will pickup a portion of the employees' monthly payments for health care insurance coverage for their dependents as follows:

<u>Fiscal Year</u>	<u>Pickup Amount</u>	<u>Effective Date</u>
1994-95	\$75/month	November 1, 1994
1995-96	an additional \$75/month	July 1, 1995
1996-97	an additional \$75/month	July 1, 1996

Outstanding Grievances

The City shall establish a) a fund of \$125,000 which shall be the maximum amount of the City's liability for outstanding grievances filed by individual employees between May 23, 1993 and August 4, 1994 and b) a fund of \$90,000 which shall be the maximum amount of the City's liability for grievances filed by SEIU for losses suffered by the union as a whole.

The Controller estimates the additional annual costs to the City that would result from approval of the proposed MOU as follows:

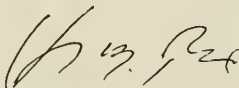
	<u>Fiscal Year 1994-95</u>	<u>Fiscal Year 1995-96</u>	<u>Fiscal Year 1996-97</u>	<u>Three -Year Total</u>
Bi-Lingual Pay	\$336,407	\$343,102	\$353,980	\$1,033,489
Inequity Adjustments	1,200,000	1,500,000	1,500,000	4,200,000
Mace Training	10,000	10,000	10,000	30,000
Employee Assist. Pgm.	125,000	125,000	125,000	375,000
Child Care	125,000	-	-	125,000
Tuition Reimb. Pgm.	20,000	20,000	20,000	60,000
Temp. Employee Pay	315,074	1,890,443	-	2,205,517
Pay Equity	-	3,000,000	6,000,000	9,000,000
Longevity Pay	-	-	3,796,790	3,796,790
Wage Increases	1,890,443	9,499,475	21,796,805	33,186,723
Retirement Pickup	6,680,010	15,865,023	18,749,953	41,294,986
Dep. Health Pickup	3,954,990	11,864,970	17,797,455	33,617,415
Outstanding Grievances	215,000	-	-	215,000
Misc. Other Increases	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>7,500</u>
Total	\$14,874,424	\$44,120,513	\$70,152,483	\$129,147,420

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 19, 1994 Special Government Efficiency and Labor Committee Meeting

Comments: The Budget Analyst has reviewed the Controller's estimates for the costs of the proposed MOU and concurs with those estimates.

Recommendation: Approvals of the proposed resolution ratifying the MOU (File 93-94-29) and the proposed ordinance adopting the fiscal provisions of the MOU (File 93-94-29.1) are policy matters for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

40-31
9/20/94

REGULAR MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

TUESDAY, SEPTEMBER 20, 1994 - 1:00 P.M. City Hall, 2nd Fl., Room 228

Members: Supervisors Hallinan, Kaufman, Migden

Clerk: Joni Blanchard

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CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item:

a. File 25-94-30. [Prop J Contract, Airport Information Booth] Resolution approving Controller's certification that Airport Information Booth Program for San Francisco Airport can be practically performed by private contractor at a lower cost for this program than if work was performed by City employees at presently budgeted levels. (Supervisor Hallinan)

ACTION:

b. File 25-94-31. [Prop J Contract, Port Security Services] Resolution concurring with Controller's certification that security services for the Port can be practically performed by private contractor at lower cost than by City and County employees. (Port Commission)

ACTION:

c. File 25-94-29. [Prop J Contract, Security Svcs./25 Van Ness] Resolution concurring with Controller's certification that security services for 25 Van Ness Avenue can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Real Estate Department)

ACTION:

d. File 38-94-13. [Gift Acceptance for United Nations Plaza] Resolution accepting a gift valued at \$350,000 for improvements to United Nations Plaza. (Chief Administrative Officer)

ACTION:

e. File 146-94-22. [State Grant, CA Healthcare for Indigents] Resolution authorizing Public Health to apply for, accept and expend a grant of \$9,404,875 for FY 94-95 funding from State Department of Health Services for California Healthcare for Indigents (CHIP) funds for medical services to indigent persons, professional services, medical services contracts, materials and supplies, facilities rental, personal services, and indirect costs of \$134,544, based on 1.658646% of county hospital and other health services CHIP allocations. (Dept. of Public Health)

ACTION:

- f. File 146-94-23. [State Grant, Solid Waste Facilities & Inspection] Resolution authorizing Public Health, Bureau of Environmental Health Services, to apply for retroactively and accept and expend a grant of \$22,004, from the California Integrated Waste Management Board, for the support of the Bureau of Environmental Health Services, Local Enforcement Agency's solid waste facilities permit and inspection program; waiving indirect cost; providing for action previously taken. (Department of Public Health)

ACTION:

- g. File 94-94-3. [Federal Grant, Energy Management Activities] Resolution authorizing General Manager of PUC to apply for, accept and expend a grant of \$100,000, which includes indirect costs of \$12,326 based on 20% of salaries, from the U.S. Dept. of Energy and Urban Consortium Energy Task Force; ratification of action previously taken. (Public Utilities Commission)

ACTION:

REGULAR CALENDAR

2. File 97-94-57. [Campaign Contribution Cap] Ordinance amending Administrative Code Section 16.503 and adding Section 16.508-1 relating to limits on contributions to controlled ballot measure committees. (Supervisor Hallinan)

ACTION:

3. File 13-94-19. [Federal Legislation, S 1822, Telecommunications] Resolution urging the Senate to provide that any new version of S 1822 must allow local governments to negotiate franchise agreements with telephone companies that provide video/cable services and programming as well as preempt local tax authority. (Supervisor Kennedy)

ACTION:

4. File 172-94-33. [Presidio Sewer Services Agreement Modification] Resolution authorizing the CAO to execute an agreement for the payment of \$4,000,000 by the Department of the Army to the City for sewer services and construction costs. (Chief Administrative Officer)

ACTION:

5. File 172-94-33.1. [Presidio Sewer Service] Resolution approving agreement between the U.S. of America, acting by and through the National Park Service, and the City and County of San Francisco acting by and through the CAO, regarding payment by the Presidio of San Francisco for sewer services. (Supervisor Hallinan)

ACTION:

6. File 93-94-26. [MOU, San Francisco Interns & Residents] Resolution ratifying an agreement to extend the Memorandum of Understanding between the City and County of San Francisco and the S.F. Interns and Residents Association for two additional years. (Also see File 93-93-9, Resolution No. 671-93). (Department of Human Resources)

ACTION:

7. File 93-94-27. [MOU, Teamsters Local 856, Animal Keepers] Resolution ratifying amendment to Memorandum of Understanding between the City and County of San Francisco and the Professional and Vocational Employees Division of Teamsters, Local 856. (Department of Human Resources)

ACTION:

8. File 143-94-8. [Traffic Offender Program] Resolution authorizing the Chief of Police to apply for, retroactively, accept and expend funds in the amount of \$331,994.00 for funding from the California Office of Traffic Safety (OTS) for a project entitled "Traffic Offender Program", and waiving indirect costs per the attached guidelines. (Police Commission)
(Consideration continued from 9/7/94)

ACTION:

9. File 94-93-5. [Grant - Federal Funds] Resolution authorizing the Public Utilities Commission to apply for \$9,465,000 of Federal Surface Transportation Program and Congestion Management Air Quality Capital Assistance, and \$1,229,915 from various local match sources such as from State Transit Capital Improvement Funds, State Traffic Systems Management Funds, State Urban Rail Bond Funds, State Clean Air and Transportation Improvement Act Bond Funds, State Transit Assistance Funds, Transportation Development Act Funds, Bridge Toll Net Revenues, Regional Measure One Funds, Gas Tax Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation Funds, and/or San Francisco County Transportation Sales Taxes for five Municipal Railway Projects, including \$551,388 of indirect costs. (Public Utilities Commission)
(Consideration continued from 9/7/94)

ACTION:

10. 244-94-3.3. [Presidio Power Contract] Resolution authorizing the Public Utilities Commission to execute a contract with the National Park Service for the construction of a replacement electrical distribution system and to provide power and utility services for a period of ten years at the Presidio. (Public Utilities Commission)

ACTION:

11. File 47-94-11. [Lease, Polk-Bush Garage with Anin Inc./Pip Printing] Ordinance approving a lease of commercial space in Polk-Bush Garage to Anin, Inc. dba Pip Printing. (Real Estate Department)

ACTION:

12. File 47-94-12. [Lease, Polk-Bush Garage with Quetzal Cocoa Company] Ordinance approving a lease of commercial space in Polk-Bush Garage to Frederick L. Charron, Jr. and Wayne R. Newman, individuals and properties dba "Quetzal Co." (Real Estate Department)

ACTION:

13. File 286-94-1. [Small Business Advisory Commission] Hearing to consider the status of the Small Business Advisory Commission, its members and failure to meet. (Supervisors Hallinan, Alioto)
(Consideration continued from 9/7/94)

ACTION:

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may move to meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

14. File 45-94-46. [Settlement of Litigation, Hyun Cho] Ordinance authorizing settlement of litigation of Hyun Cho against the City and County of San Francisco by payment of \$15,000. (Municipal Court No. 97-345) (City Attorney)
(Consideration continued from 9/7/94)

ACTION:

15. File 45-94-47. [Settlement of Litigation, Ebony Jones] Ordinance authorizing settlement of litigation of Ebony Jones against the City and County of San Francisco by payment of \$6,000. (Superior Court No. 947-476) (City Attorney)
(Consideration continued from 9/7/94)

ACTION:

16. File 45-94-48. [Settlement of Litigation, Steven Godbier] Ordinance authorizing settlement of litigation of Steven Godbier against the City and County of San Francisco by payment of \$30,000. (Superior Court No. 952-760) (City Attorney)
(Consideration continued from 9/7/94)

ACTION:

17. File 45-94-49. [Settlement of Litigation, Resolution Trust Corp.] Ordinance approving the settlement of litigation of Resolution Trust Corporation, as receiver for Homestead Savings and Loan Association, in the sum of \$883,618.51 (consisting of \$658,958.41 in tax refunds and \$224,660.10 in interest) to be paid in four equal annual installments. (Superior Court No. 956-020) (City Attorney)

ACTION:

18. File 45-94-50. [Settlement of Litigation, Dorothy Mosley] Ordinance authorizing settlement of litigation of Dorothy Mosley against the City and County of San Francisco by payment of \$9,500. (Superior Court No. 942-017) (City Attorney)

ACTION:

19. File 45-94-51. [Settlement of Litigation, Stephen Noetzel] Ordinance authorizing settlement of litigation of Stephen Noetzel against the City and County of San Francisco by payment of \$16,626.85. (Superior Court No. 946-764) (City Attorney)

ACTION:

20. File 46-94-10. [Lawsuit, CCSF v Abdelkader Andrade Contreras] Ordinance authorizing settlement of City and County of San Francisco v. Abdelkader Andrade Contreras, et al., upon the receipt of the sum of \$25,000. (Superior Court No. 959961) (City Attorney)

ACTION:

21. File 46-94-11. [Lawsuit, Robert Donohue v. Housing Authority] Ordinance authorizing settlement of Robert Donohue v. San Francisco Housing Authority, et al., upon receipt of the sum of \$40,000 and dismissal of complaint. (Superior Court No. 866133) (City Attorney)

ACTION:

22. File 48-94-17. [Settlement of Claim, World Savings Loan Association] Resolution authorizing settlement of unlitigated claim of World Savings & Loan Association, in the sum of \$756,922.39 (consisting of \$607,555.40 in tax refunds and \$149,366.99 in interest) to be paid in four equal annual installments. (City Attorney)
(Consideration continued from 9/7/94)

ACTION:

23. File 48-94-18. [Settlement of Claim, Debra Babarsky] Resolution approving the settlement of the unlitigated claim of Debra Babarsky by payment of \$20,000. (City Attorney)

ACTION:

24. File 48-94-19. [Settlement of Claim, Janet Goldstein] Resolution approving the settlement of the unlitigated claim of Janet Goldstein by payment of \$45,000. (City Attorney)

ACTION:

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102

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BOARD OF SUPERVISORS SEP 20 1994

BUDGET ANALYST

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September 16, 1994

TO: *11* Government Efficiency and Labor Committee
FROM: *11* Budget Analyst
SUBJECT: *11* September 20, 1994 Government Efficiency and Labor Committee Meeting

Item 1a - File 25-94-30

Department: Airports Commission

Item: Resolution approving the Controller's certification that Airport Information Booth Program services for San Francisco International Airport can be practically performed by private contractor at a lower cost than by City and County employees.

Description: The Controller has determined that contracting for Airport Information Booth Program services at San Francisco International Airport (SFIA) would result in the following savings for Fiscal Year 1994-95:

Memo to Government Efficiency and Labor Committee
September 20, 1994 Government Efficiency and Labor Committee Meeting

<u>City Contracted Service Costs</u>	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
Salaries	\$894,359	\$1,057,388
Fringe Benefits	<u>196,749</u>	<u>218,302</u>
Total	\$1,091,108*	\$1,275,690*
<u>Contractual Services Cost</u>	<u>992,916*</u>	<u>992,916*</u>
<u>Estimated Savings</u>	\$98,192	\$282,774

*Excludes estimated operating costs of \$207,084 which would be incurred by either the Airport on an in-house basis or by the outside contractor.

Comments:

1. The San Francisco International Airport has contracted out for Airport Information Booth Program services since 1990, as allowed under Section 8.300-1 of the Charter of the City and County of San Francisco. Such services consist of providing comprehensive directory information on hotels and other accommodations in the City, information on special events, and beginning in October of 1994, selling public transit passes.
2. The current one-year contract for these services, which expires on October 14, 1994, is with Polaris Research and Development. SFIA will contract with Polaris for an additional year effective October 15, 1994 through October 14, 1995 as the final one-year renewal option. SFIA will issue a Request for Proposal for a new contract in the Spring of 1995.
3. The Contractual Services Cost used for the purpose of this analysis is based on the current contractor's estimated cost for Airport Information Booth Program services for Fiscal Year 1994-95.
4. According to Janice Gendreau of the San Francisco International Airport, Polaris Research and Development provides health care benefits for their employees.
5. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department: SFIA Operations

For Time Period: October 15, 1994-
October 14, 1995

Contract Services: AIRPORT INFORMATION (AI) BOOTH PROGRAM

- 1) Who performed services prior to contracting out?
These services were approved by the Airports Commission on November 21, 1989, through Resolution #89-0219, and have been performed in an exemplary manner by Polaris Research and Development since October 15, 1990 to the present.
- 2) Number of City employees laid off as a result of contracting out?
None (See #1)
- 3) Explain disposition of employees if they were not laid off.
N/A (See #1)
- 4) What percent of a City employee's time is spent on services to be contracted out?
N/A (See #1)
- 5) How long have the services been contracted out?
Four years, from October 15, 1990 through October 14, 1994.
- 6) What was the first fiscal year for a Proposition J Certification?
Fiscal Year 1990/91.
- 7) How will contract services meet the goals of your MBE/WBE Action Plan?
This Contract has been awarded to an MBE firm. It has adhered to the City's non-discrimination ordinance of Chapter 12B, 12C and 12D of the San Francisco Administrative Code.



Department Representative
Duke Briscoe, Deputy Director
Operations
Telephone: (415) 876-2112

July 7, 1994

Memo to Government Efficiency and Labor Committee
September 20, 1994 Government Efficiency and Labor Committee Meeting

Item 1b - File 25-94-31

Department: Port Commission

Item: Resolution concurring with the Controller's certification that security services for the Port can be practically performed by a private contractor at a lower cost than by City and County employees.

Description: The Controller has determined that contracting out security services for the Port of San Francisco would result in the following savings for Fiscal Year 1994-95:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City-Operated Service Costs</u>		
Salaries	\$353,099	\$434,509
Fringe Benefits	78,978	89,740
Operating Expenses	<u>18,425</u>	<u>18,425</u>
Total	\$450,502	\$542,674
 <u>Contractual Services Cost</u>	 <u>297,700</u>	 <u>297,700</u>
 <u>Estimated Savings</u>	 \$152,802	 \$244,974

Comments:

1. The Port has contracted for security services since 1976 as allowed under Section 8.300-1 of the Charter of the City and County of San Francisco.

2. The 1993-94 contract, which expired on May 31, 1994, was with Cal State Patrol, a Minority Business Enterprise (MBE). The Port has entered into a new two-year contract with McCoy's Patrol Service, an MBE firm for an expanded scope of services to increase the number of waterfront patrols from three patrol car trips to four patrol car trips during 4:00 P. M. to 8:00 A. M. shifts. The funds for this expanded service were included in the 1994-95 budget.

3. The expanded scope of services specifies the duties required and calls for 24-hour coverage, seven days per week. Coverage will be provided for the Ferry Building/World Trade Center buildings, and their surroundings. The new contract also calls for 24-hour per day, seven days per week coverage at Pier 80 South Container Terminal due to the loss of cargo tenants and a managing stevedore company. Ms. Pat Wilson of the Port of San Francisco advised the Budget Analyst that the performance of the additional, expanded scope of services

by an outside contractor does not result in the layoff of any Port employees.

4. The scope of services also specifies the need for roving patrols from 4:00 P. M. until 8:00 A. M. seven days per week at: a) Piers 1-1/2, 3, 5, 7, 15 - 17, 24, 45, 46B, and 70; b) Pier 80 Administration Building; c) Pier 50 Administration Building; d) Ferry Plaza; and e) the exterior surroundings of the Ferry Building/World Trade Center, and the Agricultural Building.

5. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for security services for Fiscal Year 1994-95.

6. The Controllers supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

7. McCoy's Patrol Service does not provide health care benefits for their employees. However, Ms. Wilson indicates that based on discussions with Mr. McCoy, Mr. McCoy is prepared to provide those benefits should Federal legislation require employers to do so.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

CHARTER 8.300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT: Port Commission

CONTRACT SERVICES: Security Services

CONTRACT PERIOD: 2 years from commencement in 4th quarter
of Fiscal Year 1993-94

- (1) Who performed activity/service prior to contracting out?

Security Services were performed by patrol officers prior to 1975. These were former State of California employees transitioned to the City service when the Port was transferred to the City's jurisdiction in 1969.

- (2) Number of City employees laid off as a result of contracting out?

None

- (3) Explain disposition of employees if they were not laid off?

The former Harbor Patrol Officers were transferred to the Sheriff's Office in 1975. Several subsequently have become Q-2 Police Officers in the S.F.P.D. None were displayed.

- (4) What percentage of City employee's time is spent on services to be contracted out?

None

- (5) How long have the services been contracted out? Is this likely to be a one-time or an ongoing request for contracting out?

Since 1976

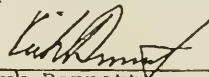
- (6) What was the first fiscal year for a Proposition J certification? Has it been certified for each subsequent year?

Since 1976 and periodically since then, the last certification being for Fiscal Year 1991-92.

- (7) How will contract services meet the goals of your MBE/WBE Action Plan?

In the past the low bidder on this contract has been a minority or woman-owned business. If this Prop J certification is approved and an MBE or WBE-owned business is the low bidder, it will contribute significantly toward the City's compliance with the provisions of 12D of the Administrative Code.

Department Representative:


Kirk Bennett
Acting Director, Tenant Services

Telephone Number:

(415) 274-0545

Memo to Government Efficiency and Labor Committee
September 20, 1994 Government Efficiency and Labor Committee Meeting

Item 1c - File 25-94-29

Department: Real Estate

Item: Resolution concurring with the Controller's certification that Security Services for 25 Van Ness Avenue can be practically performed by a private contractor for lower cost than similar work services performed by City and County employees

Description: The Controller has determined that contracting out security guard services for the property located at 25 Van Ness Avenue would result in the following estimated savings for Fiscal Year 1994-95:

	Lowest Salary Step	Highest Salary Step
<u>City-Operated Service Costs</u>		
Salaries	\$114,608	\$135,302
Fringe Benefits	<u>28,511</u>	<u>31,227</u>
Total	\$143,119	\$166,529
<u>Contractual Services Cost</u>	<u>96,360</u>	<u>96,360</u>
<u>Estimated Savings</u>	\$46,759	\$70,169

- Comments:**
1. The security guard services at 25 Van Ness Avenue have been contracted out, continuously, since 1991 as allowed under Section 8.300-1 of the Charter of the City and County of San Francisco.
 2. The current one-year contract, which expires September 30, 1994, is with McCoy's Patrol Service, an MBE firm. The Real Estate Department has issued an Invitation to Bid for the contract to begin on October 1, 1994. According to Mr. Steven Alms of the Real Estate Department, McCoy's Patrol is one of 4 bidders.
 3. The Contractual Services Cost used for the purpose of this analysis is the current contractor's estimated cost for security guard services for Fiscal Year 1994-95.

4. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the contractor, is attached.

5. Mr. Alms indicates that to the best of his knowledge, McCoy's Patrol Services does not provide health care benefits for their employees.

6. The Resolved clause of the proposed resolution refers to janitorial services instead of security services. Therefore, the proposed resolution should be amended to refer to security services in the Resolved clause.

Recommendations: 1. Amend the proposed resolution on line 16 to refer to security services instead of janitorial services in the Resolved clause.

2. Approval of the proposed resolution is a policy matter for the Board of Supervisors.

FROM: OMNIFAX

TO:

415 252 0461

SEP 13, 1994 11:00AM

Attachment

900-2: Charter 8.300-1 (Proposition J) Questionnaire

Charter 8.300-1 (Proposition J) Questionnaire

Department Real Estate

For time Period 10/1/94-9/30/96

Contract Services Security

- 1) Who performed services prior to contracting out?

Not applicable. City purchased 25 Van Ness in November 1991. A private contractor provided security services.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) If the employees were not laid off as a result of contracting out, what happened to them?

N/A

- 4) What percent of a City employee's time is spent on services to be contracted out?

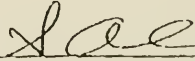
None

- 5) How long have the services been contracted out?

2-1/2 years

- 6) Will contract services meet goals of MBE/WBE Ordinance?

Yes


Department Representative
Steve Alms

Telephone: (415) 554-9865

Memo to Government Efficiency and Labor Committee
September 20, 1994 Government Efficiency and Labor Committee Meeting

Item 1d - File 38-94-13

Department: Chief Administrative Officer

Item: Resolution accepting a gift valued at \$350,000 for improvements to United Nations Plaza.

Amount: \$350,000

Description: The proposed resolution would accept a gift made by the San Francisco Foundation to the City and County of San Francisco in honor of the 50th Anniversary of the founding of the United Nations in San Francisco.

The San Francisco Foundation's gift installation will consist of a series of granite paving stones, streetlight bases and stone markers in United Nations Plaza. The paving stones, streetlight bases and stone markers will be engraved with quotations from the United Nations charter documents, notes on the founding of the United Nations in San Francisco and names of the member nations. The names of the project sponsors will also be engraved. All of the paving stones, streetlight bases and stone markers will replace existing facilities and will not change the layout of United Nations Plaza.

The installation is intended to honor the great ideals of the United Nations and to identify San Francisco as the birthplace of the United Nations. The project is spearheaded by the City's Chief of Protocol, Mr. Richard Goldman and has been reviewed and approved by the Civic Design Review Committee of the Art Commission.

Comments: Mr. Scott Shoaf, Deputy Director for Operations at the Department of Public Works, reports that the installation will not increase City maintenance costs in United Nations Plaza.

Recommendation: Approve the proposed resolution.

Memo to Government Efficiency and Labor Committee
September 20, 1994 Government Efficiency and Labor Committee Meeting

Item 1e File 146-94-22

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health to apply for, accept and expend a continuation grant allocation of \$9,404,875 from the State Department of Health Services, which includes indirect costs in the amount of \$134,544.

Grant Amount: \$9,404,875

Grant Period: July 1, 1994 through June 30, 1995

Source of Funds: State Department of Health Services

Project: California Healthcare for Indigents Program (CHIP)

Description: In 1988, the State Legislature approved the Tobacco Tax and Health Protection Act, as well as Assembly Bill 99 (AB99) and Assembly Bill 75 (AB75), which implemented the legislation. Under AB75, counties may obtain funds for the CHIP in order to reimburse hospitals, physicians, and other medical service providers for the cost of providing health care services to indigent people.

The proposed funds would be used to reimburse San Francisco General Hospital (SFGH), 10 private hospitals, and private physicians who have enrolled in the program for the cost of providing health care services to indigent people. The 10 private hospitals are as follows:

- California Pacific Medical Center - California Campus
- California Pacific Medical Center - Pacific Campus
- Chinese Hospital
- Davies Medical Center
- Medical Center at the UCSF
- Pacific Coast Hospital
- St. Francis Memorial Hospital
- St. Luke's Hospital
- St. Mary's Hospital and Medical Center
- University of California - San Francisco /Mt. Zion

Budget: The proposed \$9,404,875 grant budget includes \$134,544 in indirect costs, \$460,256 in administrative expenses for the CHIP and \$8,810,075 for reimbursements to the health care providers (SFGH, private hospitals and physicians) for the cost of providing health care services to indigent persons. These amounts would be distributed as follows:

Memo to Government Efficiency and Labor Committee
September 20, 1994 Government Efficiency and Labor Committee Meeting

<u>Fund</u>	<u>Reimbursement Revenues</u>	<u>Indirect Costs</u>	<u>Admin. Expenses</u>	<u>Total Grant</u>
Hospital Services Fund				
County Hospital (SFGH)	\$5,878,078	\$103,781	\$275,138	\$6,256,997
Private Hospitals	540,882	-	31,480	572,362
Physician Services Fund	648,749	-	72,083	720,832
Other Health Services Fund (SFGH)	<u>1,742,366</u>	<u>30,763</u>	<u>81,555</u>	<u>1,854,684</u>
Total Grant Allocation	\$8,810,075	\$134,544	\$460,256	\$9,404,875

As noted above, CHIP funds allocated to the City are deposited into three separate CHIP fund accounts, the Hospital Services fund, the Physician Services Fund and the Other Health Services Fund. The Hospital Services Fund is used to pay for in-patient and out-patient services and emergency services provided to indigent persons at SFGH and at the participating private hospitals. The Physician Services Fund is used to pay for emergency, pediatric and obstetric services provided to indigent persons by private physicians. The Other Health Services Fund is also used to pay for in-patient and out-patient services and emergency services provided to indigent persons at SFGH. The DPH reports that the State requires that local jurisdictions receiving CHIP funds establish an Other Health Services Fund. Each jurisdiction is allowed to decide the type of health services that will be paid for by this fund. All of the participating hospitals (including SFGH) and the participating physicians are reimbursed based on a formula for the cost of the services provided to indigent clients.

DPH/SFGH administrative costs are detailed below:

<u>Personnel</u>	<u>FTE</u>	<u>Amount</u>
Sr. Clerk Typist	1.75	\$55,692
Head Accountant	1.00	54,131
Project Coordinator	1.00	68,043
Project Analyst	1.00	47,894
Case Manager	0.50	18,453
Contracts Analyst	<u>0.25</u>	<u>12,332</u>
Subtotal Salaries	5.50	\$256,545
Fringe Benefits		<u>49,541</u>
Subtotal Personnel		\$306,086

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 20, 1994 Government Efficiency and Labor Committee Meeting

Operating Expenses

Office Equipment	\$627	
Copy Machine	3,000	
Auto Mileage	100	
Travel	300	
Training	500	
Postage, subscriptions and printing	1,000	
Telephone	2,500	
Office Supplies	3,500	
Rent	10,000	
Services of Other Departments		
(Management Information		
System- MIS)*	<u>15,625</u>	
Subtotal Operating Expenses		<u>\$37,152</u>
Total		\$343,238**

*The above-noted MIS services involve the preparation of required State reports on statistical data relating to the clients participating in the CHIP Program.

** The \$343,238 is \$13,455 less than the \$356,693 (\$275,138 plus \$81,555) earmarked for SFGH administrative costs. The remaining \$13,455 plus the \$31,480 identified for private hospitals and the \$72,083 identified for physician services, for a total of \$117,018, will be used to pay for services provided by Medicus Systems Corporation. This corporation serves as fiscal intermediary between the DPH and the above-noted private hospitals and physicians. Medicus Systems is primarily responsible for claims processing and data reporting and collection.

Required Match: None

Indirect Costs: \$134,544

Comments: 1. CHIP funds were due to expire June 30, 1994. However, the State Legislature recently passed Assembly Bill 816 which authorizes continuation of CHIP funding through June 30, 1996.

2. DPH advises that the application for the proposed CHIP funds has not, as yet, been submitted. Additionally, DPH reports that no expenditures have been incurred against the proposed grant funds. As such retroactive approval is not required.

Memo to Government Efficiency and Labor Committee
September 20, 1994 Government Efficiency and Labor Committee Meeting

3. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed grant funds.

4. The DPH has prepared a Disability Access Checklist for the proposed grant program which is included in the Clerk of the Board's file.

Recommendation: Approve the proposed resolution.

Grantor State Health Services Division Public Health Administration
 Contact Person George B. (Peter) Abbott, M.D. Section AB 75 Project
 Address 1800 3rd Street, Suite 100 Contact Person Jeffrey Leong, AB 75 Coordinator
Sacramento, CA 94234 Telephone 415/554-9162
 Amount Requested \$ 9,404,875 Application Deadline no specific date
 Term: From 07/01/94 To 06/30/95 Notification Expected after application rec'd
 Health Commission August 16, 1994 Board of Supervisors: Government Efficiency
Committee 09/06/94
Full Board 09/12/94

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 (Circle appropriate words) - grant in the amount of \$9,404,875 from the period of July 1, 1994 to June 30, 1995
 to provide California Healthcare For Indigents Program (CHIP) services.

II. Summary: (Concise history, need addressed, number & groups served, services and providers)
 (see attachment, page 2)

III. Outcomes/Objectives:
 (see attachment, page 2)

IV. Effects of Reduction or Termination of These Funds:
 (see attachment, page 2)

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>10,782,909</u>	<u>10,627,647</u>	<u>9,404,875</u>			
Personnel						
Equipment						
Contract Svc.			(see attachments)			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(see included above)

(not applicable)

VII. Personnel

F/T CSC	(not applicable)			
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 (not applicable)

Will grant funded employees be retained after this grant terminates? If so, how?
AB 816 legislation authorizes continuation of CHIP funding through June 30, 1996, a
percentage of which is used for administrative costs.

VIII. Contractual Services: Open Bid X Sole Source _____ (Check one or more boxes for Executive Force)

II. Summary

CHIP funds allocated to each county are deposited locally into three different CHIP Fund Accounts: Hospital Services Fund, Physician Services Fund, and Other Health Services Fund. From these funds, San Francisco General Hospital, non-county hospitals, and private physicians are reimbursed for services provided to indigent persons.

"Request to Apply For, Accept, and Expend" is made at this time due to the recent arrival of the application for FY 94/95. Following the receipt by the State of the County's application, the County will receive the first installment of its FY 94/95 allocation. These funds will accrue interest which will be used for both program services and administrative costs. Timely receipt of the first installment is necessary for the AB 75 Project to make its first scheduled payment to providers for FY 94/95.

III. Outcomes/Objectives

The objective of the CHIP Program is to reimburse or pay for health services delivered to persons who cannot afford to pay for services and for whom payment for services will not be made through private coverage or by any program funded in whole or in part by the federal government.

IV. Effects of Reduction or Termination of These Funds

The local CHIP total allocation for FY 94/95 is reduced by over \$1.2 million from FY 93/94 funding levels. This directly affects the amount of funding available through this source for CHIP direct program services and administrative costs.

Memo to Government Efficiency and Labor Committee
September 20, 1994 Government Efficiency and Labor Committee Meeting

Item 1f - File 146-94-23

Department: Department of Public Health (DPH)
Bureau of Environmental Health Services

Item: Resolution authorizing the Department of Public Health (DPH), Bureau of Environmental Health Services, to apply for retroactively, accept and expend a grant of \$22,004 from the California Integrated Waste Management Board for the support of the DPH's Bureau of Environmental Health Services, Local Enforcement Agency's solid waste facilities permit and inspection program, waiving indirect costs, and providing for ratification of action previously taken.

Grant Amount: \$22,004

Grant Period: July 1, 1994 through June 30, 1995 (One year)

Source of Funds: California Integrated Waste Management Board

Project: Solid waste facilities permit and inspection program

Description: Since 1992, the DPH's Bureau of Environmental Health Services has been certified by the California Integrated Waste Management Board to enforce California Code of Regulations, Title 14, and Public Resource Code, Division 30, laws and regulations in order to protect public health and safety and the environment by issuing permits for the operation of solid waste facilities and conducting inspections of solid waste facilities operating within the City.

The solid waste enforcement and inspection program is an existing program funded in part from permit fees and the General Fund. The proposed grant would be used to make one-time purchases of a vehicle and data processing equipment and would provide additional training for the Bureau of Environmental Health's staff.

Budget:

Computer Workstation (includes computer, printer, software, desk and chair)	\$5,108
Vehicle Purchase - four-wheel drive utility vehicle	15,500
Training and Continuing Education	<u>1,396</u>
Total	\$22,004

Required Match: None

Indirect Costs: The grantor does not permit the inclusion of indirect costs in the proposed grant. As such, the proposed resolution requests that indirect costs be waived.

Comments: 1. According to Mr. Henry Louie of the Bureau of Environmental Health Services, a four-wheel drive utility vehicle would be purchased for the purposes of conducting inspections of solid waste facilities, visiting landfills that accept solid waste refuse and traveling to Sacramento for California Integrated Waste Management Board-sponsored meetings.

2. DPH advises that it has already submitted the grant application. According to DPH, the grant application package was received with insufficient time to acquire the Board of Supervisors approval prior to the July 31, 1994 grant application deadline. As such, the proposed resolution provides for ratification of action previously taken.

3. The Attachment is a Summary of Grant Request form, as provided by DPH.

4. DPH has filled out a Disability Access Checklist, which is in the Clerk of the Board's file.

Recommendation: Approve the proposed resolution.

Item 1g - File 94-94-3

Department: Public Utilities Commission (PUC), Hetch Hetchy Water & Power/Bureau of Energy Conservation

Item: Resolution authorizing the Public Utilities Commission to apply for, accept and expend a grant in the amount of \$100,000, which includes indirect costs in the amount of \$12,326, based on 20 percent of salaries, from the U.S. Department of Energy and the Urban Consortium Energy Task Force and providing for ratification of action previously taken.

Grant Amount: \$100,000

Grant Period: November 1, 1994 to December 31, 1995

Source of Funds: United States Department of Energy, Urban Consortium for Technology Initiatives Energy Task Force

Project: Energy efficiency programs in City departments, including the development of a City *Energy Management Guide*

Description: The Urban Consortium for Technology Initiatives is composed of the 60 most populous urban cities and counties in the United States. The Consortium provides a forum for development of innovative management techniques and new technologies to address urban problems common to its member governments. Under a program funded by the United States Department of Energy, the Consortium's Energy Task Force funds the development of energy management programs in large urban governments. San Francisco has been an active member of the Energy Task Force and has received over \$1 million in financial support for energy conservation efforts in the City.

The proposed grant would provide funding to: a) develop improved energy demand management programs for City departments including incentive programs to return the benefits of energy efficiency to the responsible departments, b) develop the City's energy efficient materials purchasing process, c) develop a program for disposal of toxic lighting materials, and d) prepare a written *Energy Management Guide* on these and other energy issues for City staff.

The proposed resolution was adopted by the Public Utilities Commission at their meeting of August 23, 1994, and is in accordance with the Energy Element of the Comprehensive Plan of the City.

Memo to Government Efficiency and Labor Committee
September 20, 1994 Government Efficiency and Labor Committee Meeting

Budget:	Personnel	FTE	
	Energy Specialist	1.50	\$55,531
	Secretary	0.20	6,100
	Fringe Benefits @25%		<u>15,408</u>
	Sub-Total Personnel	1.70	\$77,039
	Operating Expenses		
	Travel (See Comment)		8,940
	Materials/Printing		<u>1,695</u>
	Sub-total Operating Expenses		10,635
	Indirect Costs @ 20% of salaries		<u>12,326</u>
	TOTAL		\$100,000

Required Match: None

Indirect Costs: \$12,326, representing approximately 20 percent of salaries only.

Comments: 1. This grant represents continuing support from the Urban Consortium for energy management activities in the City. The Board of Supervisors has previously authorized the Bureau of Energy Conservation to apply for, accept and expend funds from this source since 1981.

2. As noted above, this grant supports approximately 1.70 FTE staff. According to Mr. Cal Broomhead of the Bureau of Energy Conservation, if funding is discontinued, the PUC will terminate these positions, however, it is expected that funding will continue.

3. Mr. Cal Broomhead reports that travel required under this project will include; a) attendance by the Project Manager at two meetings required by the Program sponsors and, b) two workshops with City of San Diego staff who will be testing the transferability of the *Energy Management Guide*, as required by the grantor. However, as of the writing of this report details regarding the \$8940 budgeted for travel were not available. The Budget Analyst recommends reserving the \$8940 pending submission of budget details to the Board of Supervisors.

4. The Bureau of Energy Conservation advises that it has already submitted the grant application and the proposal has been approved by the Urban Consortium. As such, the

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 20, 1994 Government Efficiency and Labor Committee Meeting

proposed resolution provides for ratification of action previously taken.

5. Attached is the Grant Application Information Form completed by the PUC.

6. The Disability Access Checklist is in the file.

- Recommendations:**
1. Amend the proposed resolution to reserve \$8940 in travel funds pending submission of budget details to the Board of Supervisors.
 2. Approve the proposed resolution, as amended.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: etch Hetchy Water and Power / Bureau of Energy Conservation

Contact Person: John F. Deakin or Doug Johnson Telephone: (415) 554-3175

Project Title: Implement Urban Sustainability/Energy Management Guide

Grant Source: Energy Task Force of the Urban Consortium

Proposed ~~Work~~ / (Continuation) Grant Project Summary:

The Bureau's projects proposal for this year of UC Energy Task Force funding, is in two major parts. The first part focusing on the general theme of Implementing Urban Energy Sustainability will contain three components; an incentive program to return some of the benefits of increased energy efficiency back to the departments making the improvements; further work on energy efficient materials purchasing; and a program to dispose appropriately with the toxic lighting materials generated by lighting retrofit work. The second major program area seeks to gather together all the lessons learned through our work into an Energy Management Guide.

Amount of Grant Funding Applied for: \$100,000

Maximum Funding Amount Available: \$100,000

Required Matching Funds: in-kind associated with existing ongoing projects
acceptable

Number of Positions Created and Funded: Two FTE approx.

Amount to be Spent on Contractual Services: None

Will Contractual Services be put out to Bid? N/A

Term of Grant: November 1994- December 1995
State Department Notified of Available funds: July 1994
Application Due Date: September 1994
Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

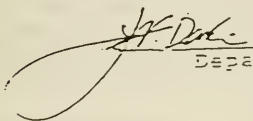
The Urban Consortium Energy Task Force

The Urban Consortium Energy Task Force (UCETF) has the formal mission to develop, apply and transfer and commercialize practical technologies and advanced management techniques that aid effective energy management in America's major cities and urban counties. The participants in UCETF programs endeavor to improve the mix and efficiency of energy use both in local government operations and for the community as a whole.

The program concentrates on three general objectives as defined by the Urban Consortium membership:

- Definition of urban energy problem(s) - identifying critical and common urban needs in energy management and technology that can be addressed through projects led by city or county staff;
- Support for problem resolution - developing and adapting innovative technology and advanced management practices that enhance local staff capabilities, improve financial management, and increase effective private/public cooperation; and
- Transfer and/or commercialization of successful results - evaluating results to generalize, combine and consolidate these results for transfer, commercialization and replication in other cities and counties.

These objectives guide the program's strategic direction and funding priorities. Project proposals will be selected for the 1995 program through an extensive peer review process that will assure consistency with these objectives.

 John F. Deakin

Department Head Approval

Memo to Government Efficiency and Labor Committee
September 20, 1994 Government Efficiency and Labor Committee Meeting

Item 2 - File 97-94-57

1. The proposed ordinance would amend Chapter 16, Article XII of the San Francisco Administrative Code by amending Section 16.503 thereof and adding section 16.508-1 thereto, relating to limits on contributions to controlled ballot measure committees.

2. The proposed ordinance would prohibit any contribution to a controlled ballot measure committee in excess of \$500. A controlled ballot measure committee is defined as a committee, controlled by an elected City and County of San Francisco official, or candidate for City and County of San Francisco office, that is primarily formed to support or oppose one or more of the following:

a) City and County of San Francisco Charter Amendments, ordinances, bond measures, resolutions, referendums or declarations of policy that have qualified for submission to the electorate, or

b) petitions (or intents to circulate a petition) filed with the Registrar of Voters, or

c) motions that have been introduced at the Board of Supervisors relating to measures to be submitted to the voters.

3. The proposed ordinance would also provide that any contribution amounts that are made directly to a controlled ballot measure committee in excess of \$500, thereby constituting a violation of the proposed ordinance, would be deposited into the General Fund.

Comments

1. According to Mr. Randy Riddle of the City Attorney's Office, existing law prohibits contributions in excess of \$500 in support of, or opposition to candidates for elective City offices. Mr. Riddle reports that the proposed ordinance would extend this \$500 limitation to contributions made directly to controlled ballot measure committees (controlled by City and County of San Francisco elected officials or candidates for office).

2. Mr. Riddle indicates that enforcement of the proposed ordinance would be performed by the City Attorney's Office, the District Attorney's Office and the newly created Ethics Commission. Mr. Riddle reports that candidates for public officials are already required under existing law to report all of their contributions. Under the existing law, Mr. Riddle indicates that there have been very few cases of official enforcement activities, (contributions in excess of \$500 in support of or opposition to candidates) and therefore, the proposed ordinance should not likely result in a significant fiscal impact to the City.

Recommendation

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 3 - File 13-94-19

Item: Resolution urging the U.S. Senate to provide that any new version of Senate Bill 1822 must allow local governments to negotiate franchise agreements with telephone companies that provide video/cable services and programming as well as pre-empt local tax authority.

Description: The U.S. House of Representatives and the U.S. Senate have each worked on legislation which would regulate companies entering the emerging market for video/cable television services and programming which are transmitted over and/or linked with telephone lines. These services will be an important part of the information superhighway, providing on-demand access using telephone lines to video entertainment, educational programming, shopping, data transmission, and various other types of services.

Over the course of the debate on this issue, representatives of local government have lobbied for broad franchising rights for cities in this market. Such franchising rights are proposed in order to allow cities to charge franchise fees and to regulate issues like basic "lifeline" rates, quality control, public access provisions, undergrounding, the impact on public streets, and other factors in exchange for granting rights of way for construction and maintenance of privately-owned communications facilities over public property.

House Resolution 3636 has passed the full House. This bill allows local jurisdictions to charge franchise fees to multichannel operators, but limits those fees in the same way that current cable franchise fees are limited. San Francisco's cable franchise fee is 5 percent of gross revenues. H.R. 3636 does not allow local jurisdictions to negotiate other franchise provisions. In effect, these telephone companies would be subject to a franchise fee, but not a full franchise agreement, with the cities.

Senate Bill 1822 is currently being debated in the Senate Commerce Committee. The current version of this bill does not allow cities to charge a franchise fee nor does it subject telephone operators to a franchise agreement. The Senate Judiciary Committee has also asserted authority on this issue because of the potential impact of these activities on the anti-trust consent decree which regulates regional

BOARD OF SUPERVISORS
BUDGET ANALYST

telephone companies and therefore, the Senate Judiciary Committee may also conduct hearings on S.B. 1822 .

Regional telephone companies are lobbying hard to avoid franchise agreements, arguing that competition in this industry will protect consumers against excessive rates and maintain service quality, and that local franchise agreements would be anti-competitive, excessively slowing the entry of new providers into the market. Supporters of the telephone companies in Congress also argue that regulatory uniformity is needed in this market, and that franchising would subject providers to too many different types of requirements.

Currently, California is one of 13 states which exempt telephone companies from local franchise requirements. Under the subject pending Federal legislation, state laws would be superseded, and telecommunications companies in all states in this market would be exempt from local franchise requirements.

Local government advocates argue that as the telephone and television industries merge and the line between the two types of services blurs, it is likely that the exemptions from franchise requirements in this legislation will increasingly affect the ability of cities to protect public property and access rights. In such a rapidly changing market, broad franchising rights for local governments applied to all telecommunications operators have been identified as a primary method by which cities could insure that government, citizens and business all have access to the information superhighway. New telecommunications companies which defy conventional distinctions will be entering the City and dramatically affecting its infrastructure. In simple terms, franchise rights are a way to make sure that this entry serves public as well as private interests.

Comments:

1. According to Ms. Anne Jenkins of the Controller's Office, there is no specific revenue estimate regarding franchise agreements of this type at this time. However, the City's current cable franchise agreement is a significant revenue source, generating approximately \$3.2 million in fiscal year 1993/94, and \$3.32 million has been included in the 1994/95 annual appropriation ordinance. This revenue is generated through the franchise fee of 5 percent of Viacom's gross revenues. The new market for the telephone companies is speculated to be as large as that for cable TV over time. If the final legislation does grant

broader franchising rights to cities, San Francisco could benefit through increased revenues and through requiring telecommunications companies to protect the environment, provide public access rights and provide other benefits to citizens, businesses and the City.

2. The Attachment is a copy of the National League of Cities letter to the Chairman of the Senate Commerce Committee on particular issues contained in S.B. 1822.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

August 10, 1994

The Honorable Ernest F. Hollings
Chairman, Committee on Commerce, Science,
and Transportation
SD-508 Dirksen Senate Office Building
Washington, DC 20510-6125

Dear Senator Hollings:

As representatives of the nation's local elected officials, we are writing to express deep concern about the amended version of your legislation, S. 1822, the Communications Act Amendment of 1994. S. 1822, as it is now drafted, is a dramatically different piece of legislation than it was when introduced. The rights and responsibilities of local governments are severely compromised, and the ability of local governments to provide essential services to their citizens is seriously limited. If enacted as proposed, S. 1822 will provide for the taking of local government property without just compensation, lead to the end of public, educational and government access programming now serving citizens in communities across the country, decrease local government revenue, remove local government control over the use and disruption of public rights of way, and disrupt existing franchise agreements all over the country that are currently bringing the benefits of telecommunications and the information highway.

We are particularly concerned about the following issues and urge that the legislation be amended:

1. Provision for receipt of just and reasonable compensation for the use of public rights of way by telecommunications providers. Such an amendment should include the addition of language similar to the just and reasonable compensation allowed to owners of multi-unit buildings.

2. Inclusion of local governments among the "eligible entities" to receive public space reservations and preferential rates on telecommunications networks. While the draft bill recognizes that "carriers that make use of such public rights of way have an obligation to provide preferential rates to entities that provide significant public benefits," it eliminates the owners of that right of way, local governments and their services, such as fire, police and emergency response, from the list of providers of public benefits.

3. Preservation of the rights of states to determine the public benefits, public interest and method of administration of telecommunications and cable services.

We are committed to working with you to address these concerns and other issues as the legislation moves forward in the Senate.

Sincerely,



J. Thomas Cochran
The U.S. Conference of Mayors



Donald J. Borut
National League of Cities

cc: Members, Committee on Commerce, Science, and Transportation

Items 4 and 5 - File 172-94-33 and 172-94-33.1

Department: Chief Administrative Officer (CAO)

- Item:**
4. (File 172-94-33) Resolution authorizing the Chief Administrative Officer to execute an agreement for the payment of \$4,000,000 by the Department of the Army to the City for sewer services and construction costs.
 5. (File 172-94-33.1) Resolution approving agreement between the United States of America, acting by and through the National Park Service, and the City and County of San Francisco, acting by and through the Chief Administrative Officer, regarding payment by the Presidio of San Francisco for sewer services.

Description: File 172-94-33

In February of 1986, the City filed a demand with the Department of the Army under the Administrative Disputes Resolution Act of 1978 alleging that payments were owed from the Army to the City for: a) the Army's share of the cost of construction of sewage system improvements in the City, and b) back charges for sewage treatment services provided by the City to the Army at Fort Mason and the Presidio of San Francisco.

In partial response to the City's demand, the Army agreed to enter into a contract for sewer services, and began paying the City for these services at standard rates beginning in late 1986. However, the Army did not agree to negotiate the remaining issues in the City's demand until 1992, when the Deputy Assistant Secretary of the Army for Installations and Housing was directed to investigate the City's demand and begin negotiations regarding a possible settlement.

Since the Army began its investigation, the Army has counter-claimed that the City overcharged it for sewer services, that the construction costs were not an Army responsibility, and that the City owed the Army credit for easements granted in 1935 and 1976 for construction of City sewage facilities on Federal property.

The City's original demand against the Army asked for approximately \$6 million in unpaid sewer fees and \$3.5 million in construction costs, for a total of \$9.5 million.

BOARD OF SUPERVISORS
BUDGET ANALYST

The Army's counterclaim alleged that the City inaccurately estimated its water and sewer service usage by approximately \$6.6 million from 1978 to 1992 and denied that they owed anything for services provided prior to 1978. The construction costs, representing the Army's pro-rata share of the cost of City sewer facilities that carry Presidio waste, were alleged to be the responsibility of the Environmental Protection Agency (EPA) under the Federal Clean Water Act. No specific dollar value was assigned to the Army's easement claim.

From 1992 until January of this year the City, represented by the CAO, and the Army have been negotiating an agreement in order to settle the demands of both parties in this matter. This proposed agreement is the result of that negotiation. The agreement proposes that the Army would pay the City a total of \$4 million including \$1 million for sewer services and \$3 million for the Army's share of sewage system construction costs. The City, in turn, will acknowledge that this payment of \$4 million represents complete settlement of all of its demands against the Army in this matter.

Under this proposed agreement, \$1 million of the \$4 million, representing a settlement of the sewer services claims of both parties, is payable immediately upon execution of this agreement and presentation of an invoice from the City to the Army.

The other portion of the settlement, \$3 million in construction costs, is subject to appropriation and authorization in the Federal budget for military construction for fiscal year 1996. However, according to Mr. Dwight Steeves of the Department of Public Works and Mr. John Roddy of the City Attorney's Office, the EPA had already agreed some years ago, before this agreement was drafted, to include military facilities in calculating its grants to local jurisdictions for construction and improvement of sewage treatment systems. As a result, the EPA already paid for the Army's share of these construction costs and San Francisco's sewage treatment grants from the EPA will be reduced to account for the Army's payment under this agreement (File 172-94-33).

Therefore, because the EPA had already included the Army's share of the sewage system construction costs in its grants to the City, the net additional revenue to the City with this agreement is \$1 million.

This agreement was approved by the Assistant Secretary of the Army for Installations and Housing on January 13, 1994.

File 172-94-33.1

The proposed resolution (File 172-94-33.1) would approve an agreement between the City and the National Park Service (NPS) for sewer services to be provided to the Presidio after it comes under the jurisdiction of the National Park Service on October 1, 1994.

Under the proposed contract, the City would provide sewage collection, treatment and disposal services to the National Park Service after the Presidio transitions to the jurisdiction of the National Park Service on October 1, 1994. The duration of the proposed contract is for a period of ten years from October 1, 1994, with the expectation that another similar contract will be negotiated after that time.

The National Park Service will pay sewer service charges to the City at the same rates as all other commercial and residential customers, and will be subject to the same rate changes as all other customers. In addition, the National Park Service will be subject, like any other customer, to any regulations or ordinances adopted by the City.

As noted in the proposed contract, sewer facilities on the Presidio are the property of the National Park Service, with the exception of the billing meters, which are the property of the City. The City has also been granted a right-of-way for the purpose of accessing and maintaining the City's metering and related equipment.

Comments:

1. The Department of Public Works and the City Attorney state that this agreement with the Army for payment of \$4 million (\$1 million in back sewer service charges and \$3 million in construction costs) represents a fair settlement of the City's claims against the Army.

2. As the proposed \$1 million payment from the Army had not been included in the Department of Public Works revenue projections for 1994, this payment will slightly offset future sewer service rate increases. For example, according to Mr. Bob Hesse of the Department of Public Works Finance Division, that reduction could mean that the residential sewer service rate increase requested for next

BOARD OF SUPERVISORS
BUDGET ANALYST

year would be offset approximately .6 percent, from 7.6 percent, which is the current estimate, to a seven percent increase. For the average residential user, the projected rate increase (assuming water usage remains constant), therefore, would increase from approximately \$15.04 monthly to \$16.09 monthly (seven percent increase), as opposed to an increase to \$16.18 monthly (7.6 percent increase).

Recommendation: Approval of the proposed resolutions (Files 172-94-33 and 172-94-33.1) are policy matters for the Board of Supervisors.

Item 6 - File 93-94-26

Item: This item is a resolution ratifying the MOU with the San Francisco Interns and Residents Association (SFIRA). This MOU covers interns and residents employed at San Francisco General Hospital (SFGH).

Description: The proposed resolution would approve an MOU with the San Francisco Interns and Residents Association, negotiated by the Employee Relations Division (ERD) of the Human Resources Department on behalf of the City. This resolution would approve an additional two year extension of an MOU which was approved by the Board of Supervisors on December 13, 1990 and subsequently extended until November 30, 1994. The SFIRA represents 204 employees, many of whom work less than full time for the City, in the following classifications:

<u>Class</u>	<u>Position Title</u>	<u>Number of Positions</u>
2273	Post M.D. I	52
2275	Post M.D. II	59
2277	Post M.D. III	43
2279	Post M.D. IV	21
2281	Post M.D. V	12
2283	Post M.D. VI	17
Total		204

Residents and Interns are enrolled in various University of California (UC) post-doctoral training programs. For all or part of these programs, they are assigned to work at SFGH for varying lengths of time, under the supervision of their training program director and the Chief of Service at SFGH.

On May 8, 1990, the City entered into a Settlement Agreement with the SFIRA in order to resolve a long-standing dispute regarding the employment status of the Residents and Interns serving at San Francisco General Hospital. Under this Settlement Agreement the UC has direct control of the wages, benefits, vacation, hours, scheduling, supervision, hiring, selection, assignment and discipline of Residents and Interns. In addition, UC has direct control of all academic matters and medical decisions regarding patient treatment and assignment of work. Residents and Interns working at SFGH are employees of the City.

BOARD OF SUPERVISORS
BUDGET ANALYST

The City has the responsibility for issuing paychecks at salary amounts set by UC and/or the Settlement Agreement, as applicable, and other conditions of employment not specifically retained by UC. This MOU pertains only to those conditions of employment which remain under the direct control of the City.

The proposed resolution would extend the existing MOU for an additional two years through November 30, 1996 and would not change any other condition of employment of the Interns and Residents at SFGH.

Working conditions under the existing MOU which involve direct fiscal impact to the City include, but are not limited to, the following:

1. The City agrees to fund one 1440 Medical Transcriber Typist position for the purposes of handling transcription services for out-patients.
2. SFGH will provide and maintain a lounge in the main Hospital for the exclusive use of the Residents and Interns.
3. SFGH and the Union agree to maintain laboratories used by Residents and Interns in good condition and properly equipped.
4. SFGH agrees to provide Interns and Residents with meal cards good for breakfast and dinner when working in the Hospital. In addition, meal passes for lunch will be provided for Residents and Interns working on weekends when on-call.
5. SFGH agrees to provide uniforms and laundry services for such uniforms free of charge to Residents and Interns.
6. SFGH agrees to provide and maintain sleep quarters for Residents and Interns who are on-call.
7. Residents and Interns who are assigned to "designated bilingual positions" shall be paid additional compensation per the Salary Standardization Ordinance.

Comment

Mr. John Madden of the Controller's Office reports that the two year extension will not result in any increased cost to the City. The Budget Analyst concurs with the Controller's Office.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 20, 1994 Meeting of Government Efficiency and Labor Committee

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 7 - File 93-94-27

Department: Recreation and Park Department

Item: Resolution ratifying an amendment to the Memorandum of Understanding (MOU) between the City and County of San Francisco and the Professional and Vocational Employees Division of the Teamsters, Local 856.

Description: The proposed resolution would ratify an amendment to the MOU between the City and the Professional and Vocational Employees Division of the Teamsters, Local 856, relating to 3320 Animal Keepers employed by the Recreation and Park Department. The prior five year MOU expired on November 30, 1992. Although this MOU has expired, the parties are continuing to operate under this MOU until such time as the proposed MOU is approved. A total of 35 Animal Keepers are included under the proposed amendment to the MOU. The annual salary at the top step for each 3320 Animal Keeper is \$39,307. Total salaries and premiums for the 35 Animal Keepers, based on FY 1993-94 payrolls, are estimated to cost \$1,396,585, as follows: (1) Salary - \$1,277,017, (2) Overtime, Holiday etc. - \$97,778 and (3) Premium Pay - \$21,790.

The proposed amendment to the MOU pertains only to the working conditions of the above-noted positions. There are no changes to the positions' existing pay rates.

The proposed amendment to the MOU includes major changes in the provisions related to working conditions due to a planned internal reorganization of the Zoo's operations. According to Mr. Tony Bila of the Zoo's Administrative Office, the reorganization is aimed primarily at providing for more flexibility in the use of staff in order to operate more efficiently and effectively.

Major changes regarding the working conditions under the proposed MOU are as follows:

1. It is agreed to use Rule 18 of the Civil Service Commission and to modify it to require meeting at each step, and to add an Employee Relations Division step before arbitration. Rule 18 provides for grievance procedures for employees that are not covered by a labor agreement. There shall be a 90 day limit on filing and liability.

Under the prior MOU, grievance procedures are outlined in detail under the following categories: (1) program scope and principles, (2) definitions, (3) exclusions and (4) general

BOARD OF SUPERVISORS
BUDGET ANALYST

provisions. According to the Employee Relations Division, the use of Rule 18 is preferable to the existing grievance procedure because as modified (as noted above), it will provide a tool for better communications between the parties to MOU and will assist in resolving grievances at the lowest level.

2. Zoo management has the authority to delineate the chain of command. The chain of command will be provided to all 3320 Animal Keepers. Any changes in the chain of command will be provided in writing by Zoo management with a copy to the union.

Under the prior MOU, (1) specific staff (i.e., the Zoo Director, Head Keeper, Assistant Head Keeper and Senior Keepers) are named with respect to the chain of authority and (2) it is required that there be a supervisor in immediate charge of the Zoo at all times during the hours of 8:00 am to 5:00 PM daily. If no regular supervisor is available, Zoo management must designate an Animal Keeper as "Acting Senior Keeper".

3. Zoo management, in the interest of Zoo operations, reserves the right to organize and reorganize the work of the Zoo, to assign personnel qualified to effectively carryout such assignments, to establish and modify days off and make alternate arrangements where necessary. Available days off shall be set by Zoo management and determined on the basis of the staffing level needed to perform the required work. An annual sign up for vacation will be held for each section (i. e., primate , carnivore, hoofed-stock) and the maximum number of Animal Keepers allowed vacation at the same time will be determined by the needs of the section.

Under the prior MOU, Zoo management must post a list of sections and state the work allotted to each section, including the work areas in each section. Sections are divided into individual work areas on the basis of animal type (i. e., the carnivore section's work areas would include lions, tigers, bears etc.) The Animal Keepers in turn sign up for both section and area work including relief work within that section. Once they have signed up, the Animal Keepers receive their work assignment in order of departmental seniority provided that the employee has demonstrated ability to perform the job duties up to acceptable standards (defined as past performance levels within the last 12 months, experience, or the training or equivalent combination of either in the care of animals). Animal Keepers not selecting any assignment may be assigned at the

discretion of Zoo management following the completion of the sign-up. Additionally, Animal Keepers may sign up for vacation days, days in lieu of holidays, floating holidays and compensatory time and select their time off in order of departmental seniority. Zoo management may limit the number of Animal Keepers taking time off to ten percent of the total number of Animal Keepers.

4. Overtime and qualifications of an employee to perform an overtime assignment shall be determined by the Zoo management. The assignment of overtime shall be determined as follows: (1) overtime which is approved 24 hours or more in advance will first be offered to Animal Keepers within a given section on a rotation basis based on length of service within the section. Thereafter, if it is deemed appropriate, overtime will be offered to all Animal Keepers based on length of service and (2) all other overtime will be assigned at the discretion of the Zoo management.

Under the prior MOU, unless otherwise agreed to by Zoo management and the union, rotating departmental seniority shall determine the assignment of all overtime. Senior Animal Keepers shall not be assigned to overtime to perform the duties of Animal Keepers except in emergencies. Procedures to facilitate the assignment of overtime shall be arranged by the union.

5. The working condition related to minimum staffing has been eliminated from the proposed MOU.

Under the prior MOU, the minimum daily "day time" work force shall be at least one Animal Keeper for each work assignment. A work assignment is defined as (1) a work area assignment, (2) a relief assignment, or (3) a float (non-specified) assignment. The minimum daily "night time" work force shall be at least one Animal Keeper on the swing shift and one Animal Keeper on the graveyard shift. If fewer than two Animal Keepers are available for night duty on a given day, Zoo management must offer overtime.

6. The working condition related to work duties and work loads has been eliminated from the proposed MOU.

Under the prior MOU, Zoo management is required to arrange all work area and relief assignments so that the work allotted to each Animal Keeper is reasonably equal. Zoo management must maintain a current list of duties for each work area and supply each Animal keeper with a copy of such duties. All major and/or permanent changes in work duties

must be given to the Animal Keeper in writing. All Animal Keepers assigned to work areas must be provided assistance, when available, on an equitable basis.

7. A new working condition has been added to the proposed MOU, which would provide that Animal Keepers shall, when assigned to be in charge of their section during the absence of a higher level supervisor for an entire shift, be paid a premium of \$5.00 per day.

8. A side agreement to the prior MOU which authorized premium pay of \$0.375 per hour for hours assigned to work for Animal Keepers exposed to raw sewage has been deleted because it was determined that the Animal Keepers were not exposed to raw sewage for the total hours assigned to work.

Comment:

The Controller's Office reports that the premium pay for exposure to raw sewage, which is being deleted, totaled approximately \$22,000 annually. According to the Controller, the new premium of \$5.00 per day will cost an estimated additional \$7,000 to \$12,000 per year. As such, the Controller's Office states that the deletion of the raw sewage premium and the addition of the new \$5.00 per day premium should result in an overall estimated savings of \$10,000 to \$15,000 per year. The Budget Analyst concurs with the Controller's Office.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 8 - File 143-94-8

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of September 7, 1994.

Department: Police Department

Item: Resolution authorizing the Chief of Police to apply for, accept and expend new grant funds in the amount of \$417,000 from the California Office of Traffic Safety, and waiving indirect costs.

Grant Amount: \$417,000

Grant Period: October 1, 1994 through December 31, 1996 (2.25 years)

Source of Funds: California Office of Traffic Safety

Project: Traffic Offender Program (a new program)

Description: The proposed new grant funds would be used by the Police Department to implement a Traffic Offender Program. This program would target drivers who have suspended or revoked licenses and impound their vehicles when arrested until after the defendant has received a court trial. Under the proposed project, the following activities would be initiated: (1) a Deputy District Attorney and a District Attorney's Student Intern position would be hired to prosecute drivers who have suspended/revoked licenses, (2) the Police Department and District Attorney would coordinate the processing of cases involving such drivers in order to minimize delays and shorten trial date times, (3) a computerized tracking system would be established for towed vehicles and drivers with suspended/revoked licenses and (4) with the use of computer tracking, uniformed officers would be trained in proper citing procedures and used at traffic safety checkpoints.

The Police Department advises that in the interim since the proposed legislation was drafted, the Department has been notified by the State grantor that the actual amount of the grant to be received by the City is \$331,994 or \$85,006 less than the original estimated amount of \$417,000.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 20, 1994 Government Efficiency and Labor Committee Meeting

Budget:

	10/1/94 9/30/95	10/1/95 9/30/96	10/1/96 12/31/96	Total Cost to Project
<u>Personnel</u>				
Deputy District Attorney	\$76,891	\$80,727	\$20,182	\$177,800
Student Intern	10,483	11,262	2,816	24,561
Overtime (1,064 hrs. @ \$40.893)	43,507	0	0	43,507
Fringe Benefits (23%)	<u>17,895</u>	<u>18,785</u>	<u>4,696</u>	<u>41,376</u>
Subtotal	\$148,776	\$110,774	\$27,694	\$287,244

Operating Expenses

Travel

Room and Board, Air Fare and Conference Fees for 2 Staff to attend a State Mandated Conference in San Diego	\$3,000	\$3,000	0	\$6,000
Computer workstations (2)	8,000	0	0	8,000
Software	5,000	0	0	5,000
Fax machine	750	0	0	750
Publicity, Education Training				
Materials	10,000	3,000	1,000	14,000
Printing & Postage	4,000	1,000	500	5,500
Telephone	<u>4,000</u>	<u>1,000</u>	<u>500</u>	<u>5,500</u>
Subtotal	\$34,750	\$8,000	\$2,000	\$44,750

Total	\$183,526	\$118,774	\$29,694	\$331,994
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Required Match: \$162,000 (In-kind services included in the Department's budget)

Indirect Costs: None - the State grantor does not allow indirect costs

- Comments:**
1. The Police Department advises that if the grant funds are reduced or eliminated, the proposed project positions would be reduced or terminated accordingly.
 2. Attached is a Summary of Grant Request, as prepared by the Police Department, for the proposed grant funds.
 - 3 The Police Department has prepared a Disability Access Checklist for the proposed grant program which is on file with the Clerk of the Board's Office.
 4. The Police Department advises that the grant application has already been submitted. The proposed legislation includes a provision for authorizing the Police Department to

BOARD OF SUPERVISORS
BUDGET ANALYST

apply for the proposed grant retroactively in the body of the legislation but not in the title of the legislation. As such, the title of the legislation should be amended to also include the provision authorizing the Police Department to apply for the proposed funds retroactively.

- Recommendations:**
1. Amend the title of the proposed resolution to include the provision authorizing the Police Department to apply for the proposed funds retroactively and approve the proposed resolution as amended.
 2. Approval of this new grant program is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

JUL-16-1992 16:55 FROM

TO

Item No. _____

Summary of Grant Request

Rev. 4/10/90

Grantor Office of Traffic Safety
 Contact Person Chris Murphy
 Address 4000 Franklin Blvd Ste 400
Sacramento CA 95823
 Amount Requested \$ \$331,994
 Term: From 10/01/94 To 12/31/96
 Health Commission _____

Division Special Ops.
 Section Traffic Company
 Contact Person Off. David Ambrose #253
 Telephone (415) 553-1619
 Application Deadline 08/31/94
 Notification Expected 11/06/94

Board of Supervisors: Finance Committee _____

Full Board _____

I. Item Description:

(Circle appropriate answer)

Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 331,994 from the period of 10/01/94 to 12/31/96 to provide funding for the traffic offender program and services.

Summary: (Circle appropriate answer)

Program would target worst violators of driving on a suspended drivers license and impound their vehicles as evidence when arrested. A dedicated traffic attorney and part-time clerk would be hired to prosecute all cases. Program goal would be to increase conviction rate to over 80%. This program would reduce hit and run accidents and increase driver responsibility.

Outcomes/Objectives:

Reduction of drivers driving on a suspended drivers license, reduction hit & run accidents, increased prosecution of 14601 CVC violations, tracking of suspended/revoked/unlicensed drivers.

Effects of Reduction or Termination of These Funds:

Administrative fee approved -- no change.
Administrative fee not approved, the District Attorney's office will have to determine whether to keep additional DA and clerk.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Reo. Match	Approved by
Grant Amount			\$331,994			
Personnel			\$287,244			
Equipment			\$8,750			
* Contract Svc.						
Mat. & Supp.			\$30,000			
Facilities/Space						
Other			\$6,000			
Indirect Costs						

VI. Data Processing:

(Leave blank unless shown)

VII. Personnel

P/T CSC _____

P/T CSC _____

Contractual _____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

Yes, one full time District Attorney and one part time clerk will be funded by an administrative fee (ordinance 17022A T.C.) passed by Board of Supervisors.

*VIII. Contractual Services: Open Bid _____

Sole Source _____

(If sole source, attach Request for Proposals Form)

Item 9 - File 94-93-5

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of September 7, 1994.

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Resolution authorizing the Public Utilities Commission (PUC) to apply for Federal Surface Transportation Program and Congestion Management Air Quality Capital Assistance, and monies from various local match sources such as from State Transit Capital improvement funds, State Traffic Systems Management funds, State Urban Rail Bond funds, State Clean Air and Transportation Improvement Act bond funds, and State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Regional Measure One funds, Gas Tax Revenues, Transit Impact Development Impact Fees, and/or the San Francisco Municipal Railway Improvement Corporation funds, the San Francisco County Sales Taxes, for five Municipal Railway Projects, including indirect costs.

Grant Amount:	Various Federal funds including, Federal Surface Transportation Program and Congestion Management Air Quality Capital Assistance	\$9,465,000
	State, Regional and Local Matching funds	<u>1,229,915</u>
	Total	\$10,694,915

Grant Period: October 1, 1994 through September 30, 1997

Description: The proposed resolution would authorize the Public Utilities Commission (PUC) and the Municipal Railway (MUNI) to apply for Federal grant monies to fund the following five MUNI projects:

- Trolley Bus Purchase;
- Trolley Overhead Reconstruction;
- MUNI Metro Accessibility Improvements;
- MUNI Rail Replacement;
- Passenger Platform Improvements and bus stops.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 20, 1994 Government Efficiency and Labor Committee Meeting

Budget:	<u>Contractual Services</u>	
	Consultant Services	\$406,780
	Construction Contract	<u>4,316,949</u>
	Total Contractual Services	\$4,723,729
	<u>City Personnel</u>	
	In-House Design, Project Management/Construction Management	809,629
	<u>Equipment Purchase</u>	
	Equipment for trolley bus replacement project	<u>4,610,169</u>
	Subtotal Direct Costs	\$10,143,527
	<u>Indirect Costs (approximately 5.4 percent of direct costs)</u>	<u>551,388</u>
	Total	\$10,694,915

Required Match: \$1,229,915 or approximately 12 percent of direct costs of \$10,143,527.

Indirect Costs: \$551,388 or approximately 5.4 percent of direct costs of \$10,143,527.

Comments: 1. An Amendment of the Whole is being submitted to the Committee that would 1) revise the proposed grant amount to include \$9,465,000 in Federal grant funds and \$1,229,915 in State, local and regional matching funds, for a total of \$10,694,915, 2) specify the amount of indirect costs of \$551,388, and 3) revise the number of projects from nine projects to five projects.

2. As noted above, the proposed grant budget includes a total of \$1,229,915 in State, local and regional matching funds. However, the PUC was unable to provide details on the availability and specific source of these matching funds, such as whether these matching funds have already been budgeted in FY 1994-95 by various transportation agencies for use in the proposed MUNI projects. Ms. Gail Bloom of the Public Utilities Commission (PUC) reports that details on the specific matching funds, as well as budget details on contractual services and equipment purchases, will be available when the PUC requests authorization to accept and expend the proposed grant funds.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. The "Disability Access Checklist" is in the file.

Recommendation: Approve the proposed resolution.

Item 10 - File 244-94-3.3

Department: Public Utilities Commission (PUC)

Item: Resolution authorizing the Public Utilities Commission to execute a contract with the National Park Service for the construction of a replacement electrical distribution system and to provide power and utility services for a period of ten years to the Presidio.

Description:

1. In accordance with prior policy directions from the Board of Supervisors and the Public Utilities Commission, Hetch Hetchy Water & Power (HHW&P) has prepared and submitted a proposal to the National Park Service (NPS) for the construction of new electric distribution facilities and the provision of electric power to the Presidio and its future tenants. The construction project will be paid for on a cost reimbursement basis and the rates for supplying electricity to the Presidio will be contingent on future arrangements to be negotiated by HHW&P for the purchase and resale of electric power. At a minimum, rates to be negotiated are intended to recover all City costs associated with the contract. Therefore, according to HHW&P General Manager Lawrence T. Klein, the City will incur little or no risk if the proposal is accepted by the NPS.
2. The NPS plans to announce the results of its selection process on September 19, 1994. Under the NPS schedule of obligating funds for this project by October 1, 1994, a final contract must be approved by the City (i.e. the Public Utilities Commission and the Board of Supervisors) prior to that date if the City proposal is selected by NPS. However, contract documents and the City's business plan for the project are not yet available for review. The City Attorney is reviewing and compiling the contract as of the writing of this report. Also, HHW&P's consultant is preparing the business plan for the project which is likewise not yet available for review. Such documents are to be submitted to the PUC for their consideration at a special meeting to be held Tuesday, September 20, 1994 at 11:30 am.
3. Since the final proposed contract and business plan is not available for review as of the writing of this report, the HHW&P General Manager has submitted the attached memorandum describing the proposed agreement and the steps that have been taken to minimize the risk to the City under the HHW&P proposal.

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. If the City proposal is not selected by NPS on Monday, September 19, 1994, or if the decision is delayed, this resolution can be either tabled or continued.
2. Under normal circumstances, the Budget Analyst would recommend continuance of this legislation to permit a detailed review of the proposed contract (the contract and related business plan is not available to the Budget Analyst as of the writing of this report). However, the PUC has requested that this matter be considered by the Government Efficiency and Labor Committee at this time in order to meet the NPS schedule for contract award and execution.

Recommendation: The proposed resolution is a policy matter for the Board of Supervisors.

Public Utilities Commission
City And County Of San Francisco

HETCH HETCHY WATER AND POWER

1155 Market Street
San Francisco, California 94103
(415) 554-0725 - [Fax (415) 554-0796]



September 16, 1994

TO: Harvey Rose
Budget Analysts Office

FROM: Lawrence T. Klein *L. T. Klein*
General Manager

SUBJECT: Presidio Power Bid, Contract Approval
Calendar Item 244-94-3.3-10

As you know Hetch Hetchy Water & Power (HHW&P) has submitted a "Best & Final Offer" to the National Park Service (NPS) as authorized by the PUC. The proposal is structured in accordance with previous policy direction from the Board of Supervisors and the PUC. In order to meet NPS schedule of obligating their funds before October 1 1994, we have committed to attempt to obtain an expedited review of the contract by the PUC and Board of Supervisors.

Based upon NPS assurances that we will know the outcome of the selection process by 9/19/94 we have had introduced for the September 19, 1994 Board meeting the above referenced resolution. It is expected that the item will be referred to the Government Efficiency and Labor Committee on September 20, 1994. Final contract documents and analysis are in preparation but will not be available until late Friday or early Monday. The purpose of this memo and the attachment, is to describe the proposed agreement and the steps we have taken to minimize the risk to the City while optimizing the potential benefits to both the City and the National Park Service. It is hoped that this document could provide the basis for your initial analysis of the proposal. I would be pleased to meet with you and your staff to discuss this issue.

It must be acknowledged that the NPS could choose to turn their backs on the millions of dollars of savings to the taxpayers inherent in our offer and award the work to others, or delay their decision until after September 19, 1994. In that event the item could become either moot or continued.

cc: A. Moran
T. Berliner

Summary
HHW&P Proposal to the Presidio
September, 1994

1 Proposed Scope of Supply

The NPS request for proposal sought bids for A. the construction of a new 12 kV distribution system at the Presidio and B. a 10 year contract for the provision of full electric utility services. The basis of the proposal for both of these components is discussed below. We have reserved the right to obtain functionally equivalent results through alternative arrangements at lower costs.

In addition the City provided an alternate proposal that would update and retain the existing distribution system instead of building an entirely new one, and save the NPS an additional three million dollars. Under existing NPS procurement regulations they can not make the award on the basis of an analyzes our alternative bid. Our alternative bid will not be part of the contract that the Board may be asked to approve and is not discussed here.

A. Construction of a new 12 kV distribution system.

The NPS specification calls for the construction of almost 14 miles of underground and overhead distribution system. It is indicated that almost half of that system will be underground. The work will parallel the existing system in the Presidio and will include the opening of streets, trenching and installation of cable ducts etc. The overhead portion of the work will be similar in nature to what is seen in the western portions of the City. At the end of the construction project the City will own, operate and maintain the system under the long term utility services portion of the agreement(see B. below). NPS will retain ownership of the existing system and will be responsible for its removal and the safe disposal of any associated toxic or hazardous materials.

The work will be conducted under a cost reimbursable, no fee type of contract. NPS has agreed to pay all City costs reasonably attributable to the project, including indirect and overhead costs.

The project will be accomplished under the direction of HHW&P through the PUC Utilities Engineering Bureau, using existing City channels for the design, contracting, construction management and inspection. It is projected that the entire

project can be accomplished in less than two years. At the end of the contractual relationship NPS will have the rights to acquire the system for a "just and reasonable consideration".

Risks associated with Construction

The engineering and construction activities will be conducted on a cost reimbursable basis. Our estimates for the unit costs are based upon recent City experience in similar projects and have been independently verified as being conservative by an outside consultant. All risks including those presently unidentified, can be passed on to the NPS under the contract.

It is expected that the system actually constructed will be smaller than that proposed, due to the current size of the projected build out at the Presidio. This will provide a buffer against the potential for the total costs, as driven by unexpected events, conditions, or the actual bids, to be higher than the total amount currently available to the NPS.

B. 10 year utility service agreement

HHW&P will provide full utility services including power supply, operate and maintain primary and secondary distribution lines, respond to emergencies, administer electric service, read meters and bill the occupants of the Presidio. The initial agreement is limited to ten years due to Federal procurement regulations. The NPS will have the right to extend the contract at the end of each 10 year period.

Providing power to the Presidio will require the negotiation of a interconnection agreement with PG&E and obtaining a power supply contract from a low cost source. Cost recovery for these initial activities are included under our cost of ownership charges in the construction portion of the contract.

Staff for the various ongoing functions will be managed under existing City Departments. Management, power supply, billing, energy conservation consulting and customer service will be accomplished within HHW&P and the BHL&P. Maintenance and operations will be accomplished under a BLH&P work order to the Bureau of Electricity and Telecommunications in a manner similar to that used for streetlight maintenance. Total cost of O & M, exclusive of the costs of purchased power are estimated to be \$1.2 million per year. Actual staffing levels will be determined when the size of the Presidio load at takeover by HHW&P is determined. If the

Presidio load continues to decline limited staffing or sharing staff with existing City programs may prove desirable. All O&M and power related costs will be recovered through rates set by the SF-PUC.

Actual rates will be set by the SFPUC when the details of HHW&P's interconnection agreement with PG&E and power supply arrangements are finalized. In accordance with BOS Policy direction the final rates are expected to be consistent with "market rates" for the region. Both the NPS and their tenants would be billed under the same rate schedule. At a minimum these rates would recover all City costs associated with this contract.

The City's rate making goal is to provide comparable services to the NPS itself at a lower price than traditional suppliers. It was proposed to provide a rebate to the NPS of the net revenue derived from their use of power, in the form of a Presidio Improvement Fund. These funds could be spent by the City on behalf of the NPS, on infrastructure improvements at the Presidio. Alternatively we have offered a cash rebate.

Risks associated long term utility services

Load shape and size: Current electrical load levels at the Presidio are significantly lower than a year ago and may continue to drop. Both the size (total usage or kilowatt hours) and the shape or load factor (ratio of average delivery rate to maximum delivery rate) of the load at the Presidio are highly uncertain under the recently released GGNRA management plan. The cost of purchased power is highly dependent upon the shape of the load served. For example, it is cheaper per kWhr to serve a hospital with a electrical demand that is the same around the clock (has a high load factor), then it is to serve an office building with a low load factor that might use the same number of kWhrs over a 10 hour business day. It is known that there are a number of potential sources of reasonably priced power in the market place. If awarded the contract HHW&P will evaluate alternative power supply arrangements to identify the one that will provide the best fit for the joint needs of the City's existing loads and the Presidio.

Cost of power delivered to site: In order to deliver power to the Presidio we will need a new or modified interconnection agreement. It is not knowable exactly what PG&E might charge for such a service or how long it might take to negotiate such an agreement. While there are regulatory standards that provide protection against gross

distortions in the rates for such services, until the negotiation is complete the exact cost can not be determined.

It must be noted that the unfortunate congruence of bad outcomes in load size, shape and the interconnection agreement could result in costs for delivered power that are higher than the rates in the surrounding community.

The City's ability to set rates that at a minimum recover its cost provides protection to the HHW&P revenue stream. The NPS has the right to terminate the contract for the convenience of the Federal Government for any reason including if the rates are higher then they wish to have the Presidio customers pay. In such an event the City is entitled under existing Federal Acquisition Regulations to recover all costs expended on behalf of the Presidio

Retail wheeling: Under proposed CPUC retail wheeling programs, in the future the City could lose large loads at the Presidio to other suppliers. Our proposal to the Presidio requires that all leases tie the tenants to the chosen power supplier for the life of the contract with the City.

Item 11 File 47-94-11

Department: Real Estate

Item: Ordinance approving a new lease of commercial space in the City-owned Polk-Bush Garage to Anin Inc. doing business as Pip Printing

Location: Polk and Bush Garage (Ground floor)

Purpose of Lease: Commercial Printing

Lessee: Anin Incorporated

No. of Sq. Ft. and Cost/Month: Approximately 1,625 sq. ft. @ \$1.14 per sq. ft = \$1,852.50 per month

Annual Revenue: \$22,230

Utilities and Janitor Provided by Lessee: Yes.

Term of Lease: Five years with two five year options to extend the lease.

Description: The Real Estate Department proposes entering into a lease with Anin Incorporated, doing business as Pip Printing, for a commercial space on the ground floor of the Polk-Bush Garage. The Polk-Bush Garage is an off street parking facility, located on the southeast corner of Bush and Polk Streets, owned by the City and County of San Francisco.

Mr. Harry Quinn of the Real Estate Department, advises that the Board of Supervisors authorized the Director of Property to hold a public bid for the lease of commercial space on the ground floor of the Polk-Bush Garage (File #47-93-3). No bids were received in response to the authorized bidding which took place on July 8, 1993. Following the unsuccessful bidding process, the Real Estate Department initiated a second bid process citing Section 23.24 of the Administrative Code as the authorizing legislation.

Section 7.402 of the Charter and Section 23.24 of the Administrative Code requires the Board of Supervisors approval to solicit bids for tenants for spaces leased in City owned facilities. Under Section 23.24 of the Administrative Code, the Board of Supervisors approval is not required if

BOARD OF SUPERVISORS
BUDGET ANALYST

awarding the lease in a competitive bidding procedure is "impractical or impossible".

As a result, the Real Estate Department, under the direction and approval of the Parking and Traffic Commission, was instructed to solicit and negotiate for a direct lease for a commercial tenant. To secure suitable tenants, the Real Estate Department placed advertisements in the newspaper, and with commercial real estate brokers. Signs were also placed in the windows of the spaces available for lease at the Polk-Bush Garage.

Comments:

1. The Real Estate Department advises that the cost of all improvements to the space will be the responsibility of Anin Incorporated. Additionally, the Department advises that in consideration of the improvements made by Anin Incorporated, which are expected to exceed \$50,000, the City will provide maximum rent credits in the amount of \$52,065 over the first 36 months of the lease or \$1,446.25 per month (\$17,355 per year).

2. Revenues generated from these lease payments will accrue to the Off-Street Parking Fund. The total revenue generated during the first three years of the lease will total \$66,690 less \$52,065 in rent credits for a balance of \$14,625 in revenue accruing to the Off-Street Parking Fund. The last two years of the proposed lease period will generate annual revenue of \$22,230 per year for a total of \$44,460, bringing the total overall revenue to \$59,085 (\$14,625 plus \$44,460) for the five-year lease term. Increases to the lease payments will occur when the extension options are exercised. The amount of the rent increases will be determined by the Consumer Price Index.

3. Mr. Tony DeLucchi, Director of Property, stated in a letter dated August 25, 1994, that it is in the City's best interest to enter into this direct lease with Anin Incorporated because of the difficulty in attracting bids and obtaining a responsive and compatible tenant for the ground floor commercial space in the Polk-Bush Garage.

4. The Real Estate Department advises that the proposed lease payments to the City reflect fair market value.

Recommendation: Approval of the proposed ordinance is a policy decision for the Board of Supervisors..

Item 12 - File 47-94-12

Department: Real Estate

Item: Ordinance authorizing a new lease of commercial space in the City-owned Polk-Bush Garage to Frederick L. Charron, Jr. and Wayne R. Newman, doing business as "Quetzal Co."

Location: Polk-Bush Garage (Ground floor)

Purpose of Lease: Retail space

Lessee: Quetzal Cocoa Company (Quetzal Co.)

No. of Sq. Ft. and Cost/Month: Approximately 2,075 sq. ft. @ \$1.25 per sq. ft. = \$2,593.75/month

Annual Revenue: \$31,125

Utilities and Janitor Provided by Lessee: Yes.

Term of Lease: Five years with two five year options to extend the lease.

Description: The Real Estate Department proposes entering into a direct lease with Frederick L. Charron, Jr. and Wayne R. Newman, proprietors of Quetzal Cocoa Company, for a retail space on the ground floor of the Polk-Bush Garage. The Polk-Bush Garage is an off street parking facility, located on the southeast corner of Bush and Polk Streets, owned by the City and County of San Francisco.

Mr. Harry Quinn of the Real Estate Department, advises that the Board of Supervisors authorized the Director of Property to hold a public bid for the lease of retail space on the ground floor of the Polk-Bush Garage (File #47-93-3). No bids were received in the response to the authorized bidding which took place on July 8, 1993. Following the unsuccessful bidding process, the Real Estate Department initiated a second bid process citing Section 23.24 of the Administrative Code as the authorizing legislation.

Section 7.402 of the Charter and Section 23.24 of the Administrative Code requires the Board of Supervisors approval to solicit bids for tenants for spaces leased in City owned facilities. Under Section 23.24 of the Administrative Code, the Board of Supervisors approval is not required if

BOARD OF SUPERVISORS
BUDGET ANALYST

awarding the lease in a competitive bidding procedure is "impractical or impossible".

As a result, the Real Estate Department, under the direction and approval of the Parking and Traffic Commission was instructed to solicit and negotiate for a direct lease for a commercial tenant. To secure suitable tenants, the Real Estate Department placed advertisements in the newspaper, and with commercial real estate brokers. Signs were also placed in the windows of the spaces available for lease at the Polk-Bush Garage.

Comments:

1. The Real Estate Department advises that the cost of all improvements to the space will be the responsibility of Quetzal Co. Additionally, the Department advises that in consideration of the improvements made by Quetzal Co., which are estimated to cost \$90,000, the City will provide rent credits in the total amount up to \$74,700 over the first thirty-six months of the lease or \$2,075 per month (\$24,900 per year).

2. Revenues generated from these lease payments will accrue to the Off-Street Parking Fund. The total revenue generated during the first three years of the lease will total \$93,375, less \$74,700 in rent credits for a balance of \$18,675 in revenues accruing to the Off-Street Parking Fund.. The last two years of the initial lease period will generate annual revenue of \$31,125, per year for a total of \$62,250, bringing the total overall amount of revenue to \$80,925 (\$18,675 plus \$62,250) for the five year lease term. Increases to the lease payments will occur when the extension options are exercised. The amount of the lease payment increases will be determined by the Consumer Price Index.

3. Mr. Tony DeLucchi, Director of Property, stated in a letter dated August 25, 1994, that it is in the City's best interest to enter into this direct lease with Quetzal Cocoa Company because of the difficulty in attracting bids and obtaining a responsive and compatible tenant for the ground floor retail space in the Polk-Bush Garage.

4. The Real Estate Department advises that the proposed lease payments to the City reflect fair market value.

Recommendation: Approval of the proposed ordinance is a policy decision for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 13 - File 286-94-1

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of September 7, 1994.

Department: Mayor's Office of Business and Community Services
Small Business Advisory Commission (SBAC)

Item: Hearing to consider the status of the Small Business Advisory Commission, its members and its failure to meet.

Description: In 1985, Article XIII of Chapter 5 of the San Francisco Administrative Code was enacted to establish the Mayor's Bureau for Small Business (MBSB) and the Small Business Advisory Commission (SBAC). The purpose of the Mayor's Bureau for Small Business is to develop a cooperative and supportive relationship between the small business community and the City. Article XIII of Chapter 5 also created the Small Business Advisory Commission (SBAC) and named the Executive Director of the Mayor's Office of Housing, Economic Development and Small Business as the director of the SBAC. The Mayor's Bureau of Small Business is responsible for providing staff and administrative support services necessary for the SBAC to carry out its responsibilities under the Administrative Code.

The powers and duties of the SBAC are as follows: 1) Monitor the operation of the Mayor's Bureau for Small Business; 2) Hold public hearings on matters of concern to small business; 3) Review national, State and local legislation which may have an impact on small business; 4) Recommend policy positions to the Board of Supervisors and the Mayor on legislation affecting small business; 5) Cooperate with and make recommendations to other City agencies, commissions and departments which administer and enforce regulations which affect small business; 6) Monitor the growth or decline of small business within the City; and 7) Report annually to the Mayor and the Board of Supervisors on the activities and concerns of the Commission.

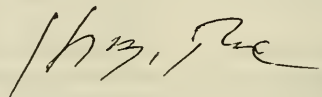
Article XIII of Chapter 5 of the Administrative Code authorizes the Mayor to appoint 11 Commissioners to the SBAC, each of whom are required to be representative of small business. Although the present Mayor has not appointed new Commissioners to the SBAC to replace the Commissioners appointed by the former Mayor, according to Mr. Burke Delventhal of the City Attorney's Office, the Commissioners appointed by the former Mayor are

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
September 20, 1994 Government Efficiency and Labor Committee Meeting

considered to be active members until they are replaced. As such, despite the fact that their terms have expired, the Commissioners appointed by the former Mayor are authorized to continue fulfilling their duties as SBAC Commissioners until new Commissioners are appointed by the current Mayor.

However, according to the Office of the Sponsor of the proposed hearing, the current SBAC Commissioners have not been receiving agendas for SBAC meetings since the SBAC last met in 1992. Ms. Linda Mjellem of the Mayor's Office of Business and Community Services advises that one of the reasons why SBAC members have not received meeting agendas is because the Commission-appointed Secretary of the SBAC, who is responsible for initiating the agendas, resigned in 1992, and a new Commission Secretary has not been appointed.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

9/30/94
CALENDAR

GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

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SEP 29 1994

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SPECIAL MEETING

FRIDAY, SEPTEMBER 30, 1994-10:00 AM

City Hall, Second Floor, Room 228

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

* * * * *

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For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

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REGULAR CALENDAR

1. File 11-94-1. [Redevelopment Plan Amendment Western Addition A-2] Ordinance amending Ordinance No. 273-64 amended by Ordinance No. 264-70, amended by Ordinance No. 288-76, amended by Ordinance No. 491-86, amended by Ordinance No. 452-87, amended by Ordinance No. 271-92, approving the Redevelopment Plan for the Western Addition Redevelopment Project Area A-2 by amending said plan in order to (1) extend the time for the duration of the Redevelopment Plan, including the provisions of other documents formulated pursuant thereto, from October 13, 1994 to January 1, 2009; (2) extend the time for incurring project debts to be repaid from the allocation of taxes pursuant to Section 33670 of the California Health and Safety Code by the Agency from October 13, 2000 to January 1, 2004; (3) extend the time for the Agency to receive allocation of taxes pursuant to Section 33670 of the California Health and Safety Code for the repayment of indebtedness incurred by the Agency from October 13, 1994 to January 1, 2019; (4) extend the time for eminent domain proceedings to acquire property within the project area, from October 13, 1994 to January 1, 2006; and (5) increase the amount of tax increment dollars which may be allocated to the Agency pursuant to Section 33670 of the California Health and Safety Code from \$190.3 million to \$270 million. (Supervisor Kennedy)

ACTION:

Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102

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BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

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SEP 30 1994

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September 28, 1994

TO: Government Efficiency and Labor Committee

FROM: Budget Analyst *Recommendations*

SUBJECT: September 30, 1994 Special Government Efficiency and Labor Committee Meeting

Item 1 - File 11-94-1

1. The proposed ordinance would approve an amendment to the Redevelopment Plan for the Western Addition Redevelopment Project Area A-2 in order to:

- (a) extend the time for duration of the Redevelopment Plan, including the provisions of other documents formulated pursuant thereto, from October 13, 1994 to January 1, 2009;
- (b) extend the time for incurring project debts to be repaid from the allocation of taxes pursuant to Section 33670 of the California Health and Safety Code (commonly referred to as tax increment funding) by the San Francisco Redevelopment Agency (Redevelopment Agency) from October 13, 2000 to January 1, 2004; and
- (c) extend the time for the Agency to receive allocation of taxes pursuant to Section 33670 of the California Health and Safety Code for the repayment of indebtedness incurred by the Agency from October 13, 1994 to January 1, 2019;
- (d) extend the time for eminent domain proceedings to acquire property within the project area, from October 13, 1994 to January 1, 2006; and
- (e) increase the amount of tax increment dollars which may be allocated to the Redevelopment Agency pursuant to Section 33670 of the California Health and Safety Code by \$79.7 million, from \$190.3 million to \$270 million.

2. Under the existing Official Redevelopment Plan for the Western Addition Redevelopment Project Area A-2, project activities are scheduled to expire October 13, 1994. This proposed ordinance would change this expiration date to January 1, 2009. Further amendments to the Official Redevelopment Plan are required by amended State statute (AB 1290) and would: extend the time for incurring project debt (from October 13, 2000 to January 1, 2004); extend the time for receipt of tax increment funds for repayment of debt (from October 13, 1994 to January 1, 2019); extend the time for acquisition of property within the project area (from October 13, 1994 to January 1, 2006); and increase the tax increment dollars which may be allocated to the Agency pursuant to State law from \$190.3 million to \$270 million (an increase of \$79.7 million).

3. The Redevelopment Agency proposes to use the extended plan period and increased allocation of tax increment dollars in the amount of \$79.7 million to complete plan elements that are outlined in the Attachment to this report. Remaining project expenditures would occur over the five year period beginning with Fiscal Year 1995-96 and ending in 1999-2000.

4. During this five-year period, the Redevelopment Agency would expend approximately \$39.6 million for project completion. The \$39.6 million project expenditure would be funded from the sale of bonds that would be repaid from tax increment funds allocated to the project area. The bonds would be repaid over periods ranging from 19 to 23 years since all debt must be retired by January 1, 2019.

5. The total cost of repaying the debt used to fund the \$39.6 million in project costs to be expended over the five year period of 1995-96 through 1999-2000 is estimated to be approximately \$78.6 million assuming an average interest rate of 7% per year. As previously noted, the proposed increase in tax increment dollars that may be allocated to this project would be increased by \$79.7 million, or \$1.1 million more than the \$78.6 million total as contained in the Redevelopment Agency's financing plan. The Redevelopment Agency states that the \$1.1 million difference is to allow for variables which could affect total financing costs such as work plan expenditure requirements and fluctuations in future interest rates.

6. The table on the following page displays the project expenditures for completion of the project over the five year period of 1995-96 through 1999-2000. Such expenditures will be included in future Redevelopment Agency budgets, which must be approved by the Board of Supervisors on an annual basis. The Redevelopment Agency notes that these costs are current estimates for a five year period and are therefore subject to change.

Estimates of Five Year Work Program Expenditures
(amounts in \$thousands)

	<u>1995-96</u>	<u>1996-97</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-00</u>	<u>Totals</u>
Legal Expenses	\$150	\$150	\$100	\$75	\$50	\$525
Studies & Miscel. Items (1)	102	101	81	79	79	442
Non-Housing Property Acquisition	10,000	200	200	200	200	10,800
Public Improvements	175	125	125	100	50	575
Archi/Eng. Design & Review	60	35	20	18	15	148
Rehabilitation Costs	30	25	25	25	25	130
Property Maintenance	40	40	35	35	30	180
Housing Prod. & Assist.	5	17,500	200	250	200	18,155
Employment Assistance	275	285	290	300	310	1,460
Business Dev./Revit.	500	500	500	500	500	2,500
Other Costs	100	50	38	0	0	188
Admin/Personnel	<u>925</u>	<u>957</u>	<u>990</u>	<u>850</u>	<u>750</u>	<u>4,472</u>
 Total Annual Costs	 \$12,362	 \$19,968	 \$2,604	 \$2,432	 \$2,209	 \$39,575
Cumulative Costs	\$12,362	\$32,330	\$34,934	\$37,366	\$39,575	

7. The annual work program costs shown above are expected to be funded through successive debt issuance according the following provisional schedule. As noted, cumulative principal and interest payments to fund work program costs of approximately \$39.6 million are estimated to be approximately \$78.6 million.

Schedule of Five-Year Work Program, Annual Debt Requirements and Total Payments from Tax Increment Funds

(amounts in \$thousands)

<u>Fiscal Year</u>	<u>Work Program Needs</u>	<u>Term of Bond Repayments (in years)</u>	<u>Annual Debt Service</u>	<u>Total Payments From Tax Increment Funds Over Term of Bonds</u>
1995-96	\$12,362	23	\$1,097	\$ 25,231
1996-97	19,938	22	1,802	39,644
1997-98	2,604	21	240	5,040
1998-99	2,432	20	230	4,600
1999-2000	<u>2,209</u>	19	214	<u>4,066</u>
 Totals	 \$39,545			 \$78,581

8. Tax increment dollars committed to financing Redevelopment projects (which are intended to increase property tax collections in a project area as a byproduct of the Redevelopment activities) reduces property tax revenue that would otherwise be available to the taxing authorities (i.e. the City's General Fund, the San Francisco

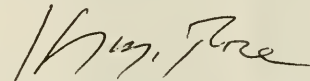
Unified School District, the San Francisco Community College District, etc.). The impact on the City's General Fund of additional tax increment expenditures is to reduce property tax revenue that would otherwise be available by an amount equal to approximately 64% of the tax increment expenditure. The table below shows the use of tax increment funds to retire the additional expected debt for this proposed amendment to the Western Addition A-2 project area. As shown below, the expenditure of approximately \$78.6 million in tax increment funds would be funded from approximately \$50.3 million (approximately 64%) that would otherwise accrue to the City's General Fund over a 23-year period from FY 1995-96 through FY 2017-2018.

Total Tax Increment Payments (Principal and Interest) and General Fund Share by Fiscal Year

<u>Fiscal Year</u>	<u>Tax Increment Expenditures</u>	<u>General Fund Share</u>
1995 -1996	\$ 1,097	\$702.1
1996 -1997	2,899	1,855.4
1997 -1998	3,139	2,009.0
1998 -1999	3,369	2,156.2
1999 -2000	3,583	2,293.1
2000 -2001	3,583	2,293.1
2001 -2002	3,583	2,293.1
2002 -2003	3,583	2,293.1
2003 -2004	3,583	2,293.1
2004 -2005	3,583	2,293.1
2005 -2006	3,583	2,293.1
2006 -2007	3,583	2,293.1
2007 -2008	3,583	2,293.1
2008 -2009	3,583	2,293.1
2009 -2010	3,583	2,293.1
2010 -2011	3,583	2,293.1
2011 -2012	3,583	2,293.1
2012 -2013	3,583	2,293.1
2013 -2014	3,583	2,293.1
2014 -2015	3,583	2,293.1
2015 -2016	3,583	2,293.1
2016 -2017	3,583	2,293.1
2017 -2018	<u>3,583</u>	<u>2,293.1</u>
Total	\$ 78,581	\$ 50,291.6

9. As previously noted, the Attachment to this report provides a Redevelopment Agency description of the proposed implementation plan for the extension of the Western Addition A-2 project.

Recommendation: The proposed ordinance, which would commit approximately \$50.3 million in future General Fund revenue to the amended Western Addition Project Area A-2 Redevelopment Plan, over a 23-year period from FY 1995-96 through FY 2017-2018, is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

IMPLEMENTATION PLAN

Page 1 of Part I

PROJECT AREA: Western Addition A-2DATE: 8/1/94**PART I**

Specific Goals and Objectives	Specific Development and expenditures Proposed for the next five (5) years	How will the goals and objectives, development projects, and expenditures eliminate blight?
• Increase the number of affordable housing units within the Western Addition Project Area.	• PARCEL 732-A: Agency has selected Fillmore Renaissance Associates to develop 90 units of affordable first time homebuyer units. Agency providing \$2 million in subsidies. • PARCEL 732-B: Agency has selected Fillmore Marketplace Associates to develop 120 low-income family apartments. Agency providing approximately \$1 million in subsidies. • PARCEL 1100-T: Agency will be selecting a developer for building 15 units of affordable first time homebuyer townhomes. Approximate Agency subsidy is \$700,000.	All of these projects will be developed on vacant underutilized lots that currently are fenced off, attract squatters and are used for trash dumps. Developments will remove this blight and house low income persons in great need of inexpensive housing.
• Increase the number of market-rate housing units within the Western Addition Project Area.	• PARCEL 677-C(1) &(2): A private developer will construct 17 units of market-rate housing. • PARCEL 674-D(1): A private developer will construct 5 Units of market-rate housing. • PARCEL 678-30: A private owner-developer will construct 36 units of market-rate housing.	These projects, when completed, will produce badly needed housing units and remove the current blighted conditions.

IMPLEMENTATION PLAN

Page 2 of Part I
PROJECT AREA: Western Addition A-2
DATE: 8/1/94

ART I

Specific Goals and Objectives	Specific Development and expenditures Proposed for the next five (5) years	How will the goals and objectives, development projects, and expenditures eliminate blight?
	• PARCEL 779-B&C: A non-profit foundation and a private developer will construct a senior center and 53 market-rate housing units. • PARCEL 714-A(2): A private developer will construct approximately 70 units of market-rate loft dwellings and approximately 4,500 sq.ft. of retail commercial space. • PARCEL 1129-F: Complete the rehabilitation of this existing residential building.	
To provide housing marketing and counseling services.	• San Francisco Housing Development Corporation will continue to provide these services. (\$425,000)	These services will allow residents to occupy the newly completed dwelling units in a more expeditious manner and will implement the fair housing policy of the Agency.

IMPLEMENTATION PLANPage 3 of Part I
PROJECT AREA: Western Addition A-2DATE: 8/1/94PART I

Specific Goals and Objectives	Specific Development and expenditures Proposed for the next five (5) years	How will the goals and objectives, development projects, and expenditures eliminate blight?
• Increase employment opportunities for WA A-2 residents. • Increase business ownership opportunities for WA A-2 residents.	• Provide job counseling, training & placement services. • Target programs to special need populations. • Negotiate job training & placement agreements with employers. • Coordinate employment services with other service providers.	• These programs will assist project area residents to become employable and employed.
• Increase business ownership opportunities for WA A-2 residents.	• Technical assistance to assess business opportunities and to prepare business plans. • Training to develop entrepreneurial skills. • Provide financial assistance for new and expanded businesses.	• These programs will assist project area residents to start a new business or expand an existing business.
• Revitalize the lower Fillmore Street commercial corridor. • Increase occupancy of ground level commercial space in Fillmore Center with appropriate visitor oriented and neighborhood serving businesses.	• Adopt a specific theme to anchor business, and business patron attraction programs for lower Fillmore Street. • Implement a master lease program to reserve key properties in the first two blocks of Fillmore Street south of Geary for destination businesses around the area theme. • Recruit appropriate neighborhood serving business to fill other space in the area. • Provide temporary assistance, if necessary, to induce appropriate tenants to locate in Fillmore Center.	• These programs will accelerate commercial revitalization to the Fillmore commercial corridor in the project area. • These programs, and commercial revitalization of lower Fillmore Street, will enable the Fillmore Center to attract appropriate tenants to currently vacant commercial space.

IMPLEMENTATION PLAN

Page 4 of Part I
PROJECT AREA: Western Addition A-2
DATE: 8/1/94

ART I

Specific Goals and Objectives	Specific Development and expenditures Proposed for the next five (5) years	How will the goals and objectives, development projects, and expenditures eliminate blight?
To provide relocation services for one business.	Agency relocation staff will provide relocation services as required. (\$45,800)	Completed relocation services will allow the completion of a development project thereby removing existing blighted conditions.
To demolish one existing building.	Agency to contract for the demolition and removal of one Agency-owned building. (\$70,000)	Demolition of these two buildings will remove existing blighted conditions.
To develop a public art program for the Fillmore Center.	Agency will formulate and implement a Fillmore Center Art Program. (\$350,000)	Completion of the Art Program will complete the redevelopment of the Fillmore Center.
To facilitate the completion of campus facilities at Sacred Heart Preparatory High School.	Agency will review and approve the Campus Master Plan for Sacred Heart Preparatory High School.	These new school facilities will permit the removal of certain marginal buildings thereby allowing a general upgrade of the campus.
	Project capital costs: \$2,167,000 Personnel & Administrative Costs: \$4,074,500	

PART II

How will the goals and objectives, development projects, and expenditures implement the low and moderate income housing set aside and housing production requirements of the Health & Safety Code?	Numbers of housing units to be rehabed, price controlled, assisted or destroyed	Plans for using the Low Income Housing Fund deposits	Possible locations for replacements housing, if a planned development project destroys existing affordable housing
All of these projects will be developed in accordance with the Health & Safety Code's requirements relating to affordability definitions, housing quality standards and relocation requirements.	225	See Part I expenditures.	Not applicable

Affordable Housing Production Plan IV

Estimated number of new or rehabilitated units to be developed <u>2/</u>	Estimated number of Agency-developed units during the next five (5) years <u>3/</u>
246	-0-

FOOTNOTES:

1/ Affordable Housing Production Plan shall be consistent with, and may be included within, the Residence Element of San Francisco's Master Plan.

2/ At least 15 percent of all new or rehabilitated dwelling units developed within the project area by public or private entities or persons other than the Agency shall be available at affordable housing cost to persons and families of low or moderate income. Not less than 40 percent of the dwelling unit required to be available at affordable housing cost to persons and families of low or moderate income shall be available at affordable housing cost to very low income households.

3/ At least 30 percent of all new or rehabilitated dwelling units developed by the Agency shall be available at affordable housing cost to persons and families of low or moderate income. Not less than 50 percent of the dwelling units required to be available at affordable housing cost to persons and families of low or moderate income shall be available at affordable housing cost to, and occupied by, very low income households.

59031
10/4/44

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GOVERNMENT EFFICIENCY & LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

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REGULAR MEETING

TUESDAY, OCTOBER 4, 1994-1:00 PM

City Hall, Second Floor, Room 228

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

* * * * *

Disability Access

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CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item:

- a. File 25-94-33. [Prop J Contract, Paratransit Services] Resolution finding that it is economical for the Public Transportation Commission to contract for paratransit services in accordance with Charter Section 8.300-1. (Public Transportation Commission)

ACTION:

- b. File 38-94-14. [Gift Acceptance of 14-Passenger Ford Van] Resolution authorizing Department of Public Health, CPHS/AIDS, to accept and expend a gift of a 14-passenger Ford van valued at \$8,000, from the California Prostitutes Education Program to provide transportation to San Francisco residents who are CPHS Ryan White CARE Program patients; providing for ratification of action previously taken. (Department of Public Health)

ACTION:

- c. File 132-94-2. [WritersCorps Program Funds] Resolution authorizing the Art Commission to accept and expend \$45,000 a year for fiscal years 1994-95, 1995-96, and 1996-97 in associated writing programs funds to facilitate the WritersCorps Program in working with youth in creative writing and arts programming activities; foregoing reimbursement of indirect costs. (Art Commission)

ACTION:

- d. File 146-94-25. [Private Funding, HIV Vaccine Preparedness Studies] Resolution authorizing Department of Public Health, AIDS Office, to accept and expend contractual funding of \$558,286, which includes indirect costs of \$66,480 based on 25% of salaries from the California Public Health Foundation Enterprises, Inc. to provide research services for HIV Vaccine Preparedness Studies; see File 97-94-56.) (Department of Public Health)

ACTION:

- e. File 146-94-26. [State Grant, Unreimbursed Health Care Costs] Resolution authorizing Department of Public Health, Central Office, Community Public Health & Community Mental Health Services, to accept and expend retroactively in FY 93-94 funds of up to \$280,000, which include indirect costs of approximately \$50,400 based on 18% of the total award from the State Department of Health Services, State Legalization Impact Assistance Grant (SLIAG) for unreimbursed public health care costs of persons who are legalized pursuant to provisions of the Immigration Reform and Control Act (IRCA); see File 146-94-10, Resolution No. 566-94. (Supervisor Alioto)

ACTION:

- f. File 146-94-27. [Comic Relief, Inc. Homeless Grant] Resolution authorizing Department of Public Health, Homeless Programs, to accept and expend retroactively an augmentation to a grant of \$201,495 from Comic Relief, Inc. for health, psychosocial, and clerical support services; waiving indirect costs. (Supervisor Alioto)

ACTION:

REGULAR CALENDAR

2. File 286-94-1. [Small Business Advisory Commission] Hearing to consider the status of the Small Business Advisory Commission, its members and failure to meet. (Supervisors Hallinan, Alioto)
(Consideration continued from 9/7/94)

ACTION:

3. File 97-94-57. [Campaign Contribution Cap] Ordinance amending Administrative Code Section 16.503 and adding Section 16.508-1 relating to limits on contributions to controlled ballot measure committees. (Supervisors Hallinan, Leal)
(Consideration continued from 9/20/94)

ACTION:

4. File 253-94-1. [Loan of Historical Materials] Resolution confirming the program determined by the Director of Purchasing for the disposition of items of historical or archival interest. (Supervisor Hallinan)
(Consideration continued from 6/21/94)

ACTION:

5. File 176-94-4.1. [Sprint Rehiring] Resolution supporting the efforts of the National Labor Relations Board to seek injunctive relief in Federal Court to require La Conexion Familiar to reopen its San Francisco facility and rehire those who were terminated when the facility was closed in July shortly before a union representation vote. (Supervisors Hallinan, Leal)

ACTION:

5. File 197-94-5. [Art Commission Gallery] Hearing to consider the future of the Art Commission Gallery. (Supervisor Hallinan)

ACTION:

7. File 244-94-3.2. [Presidio Power Bid] Resolution authorizing the Public Utilities Commission to submit a bid and execute a contract with the National Park Service for construction of a replacement electrical distribution system at the Presidio; companion measure to Files 244-94-3.1 and 244-94-3.3. (Supervisor Alioto)
(Consideration continued from 9/7/94)

(Chair shall entertain a motion to table this item; see File 244-94-3.3)

ACTION:

8. File 222-94-6. [Secondary Employment, Civil Service Rule 29] Resolution urging the Mayor to direct the Human Resources Director and urge the Civil Service Commission to enforce Civil Service Commission Rule 29 and to establish and enforce criteria for secondary employment and independent contractors to ensure that such activities will not be contrary to the interests of the City service. (Supervisor Leal)

ACTION:

9. File 222-94-6.1. [Secondary Employment While on Compensatory Time] Resolution urging the Mayor to urge the Civil Service Commission to amend its rules to prohibit secondary employment while receiving compensatory time off pay. (Supervisor Leal)

ACTION:

10. File 93-94-27. [MOU, Teamsters Local 856, Animal Keepers] Resolution ratifying amendment to Memorandum of Understanding between the City and County of San Francisco and the Professional and Vocational Employees Division of Teamsters, Local 856. (Department of Human Resources)
(Consideration continued from 9/20/94)

ACTION:

11. File 93-94-21.1. [Rescind Res. #719-94, Stationary Engineers Local 39] Resolution rescinding Resolution No. 719-94 and ratifying Memorandum of Understanding between the International Union of Operating Engineers, Local 39 and the City and County of San Francisco. (Department of Human Resources)

ACTION:

12. File 93-94-31. [Memorandum of Understanding, Plumbers Local 38] Resolution ratifying Memorandum of Understanding between the United Association of Journeyman and Apprentices of the Plumbing and Pipe Fitting Industry, Local 38 and the City and County of San Francisco. (Department of Human Resources)

ACTION:

13. File 64-94-17. [Lease of Property at 350 Harbor Way, South S.F.] Resolution authorizing a lease of real property at 350 Harbor Way, South San Francisco, for the Airports Commission, San Francisco International Airport. (Real Estate Department)

ACTION:

14. File 172-94-34. [1994-95 State Child Care Development Contract] Resolution authorizing the execution of an agreement, retroactive to 7/1/94, between the City and County of San Francisco and the State of California Department of Education in the amount of \$124,761 for participation by the City and County in the State's Child Care and Development Program for FY 1994-95; also see File 172-94-5, Resolution No. 218-94. (Department of Social Services)

ACTION:

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may move to meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

15. File 45-94-52. [Settlement of Litigation, Kathie Mackey] Ordinance authorizing settlement of litigation of Kathie Mackey against the City and County of San Francisco by payment of \$17,500. (Superior Court No. 945-357) (City Attorney)

ACTION:

16. File 45-94-53. [Settlement of Litigation, G. Smith] Ordinance authorizing settlement of litigation of G. Smith against the City and County of San Francisco by payment of \$5,775. (Superior Court No. 944-579) (City Attorney)

ACTION:

17. File 45-94-54. [Settlement of Litigation, Elise Colman] Ordinance authorizing settlement of litigation of Elise Colman against the City and County of San Francisco by payment of \$10,000. (Superior Court No. 944-579) (City Attorney)

ACTION:

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102

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GOVERNMENT EFFICIENCY & LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

TUESDAY, OCTOBER 18, 1994-1:00 PM City Hall, Second Floor, Room 228

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

* * * * *

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- a. File 38-94-14. [Gift Acceptance/14-Passenger Ford Van] Resolution authorizing Dept. of Public Health, CPHS/AIDS, to accept and expend a gift of a 14-passenger Ford van valued at \$8,000, from the California Prostitutes Education Program to provide transportation to San Francisco residents who are CPHS Ryan White CARE Program patients; providing for ratification of action previously taken. (Department of Public Health)
(Consideration continued from 10/4/94)

ACTION:

- b. File 38-94-15. [Acceptance of Gifts for Recreation & Park] Resolution accepting 2 gifts valued at \$42,500, for use by the Recreation and Park Department. (Recreation and Park Commission)

ACTION:

- c. File 61-94-6. [Contract Award Extension, Muni Railway MR-1111] Resolution granting extension of time for awarding Municipal Railway Contract No. 1111, North Embarcadero Track Extension, Phase 2 - North Point Street to Powell Street. (Public Utilities Commission)

ACTION:

- d. File 89-94-16. [SDI Coverage, Classification 0585] Resolution authorizing enrollment of Classification 0585, Manager of Budget and Administration, in the State Disability Program. (Department of Human Resources)

ACTION:

- e. File 146-94-28. [Surveillance of Falls in the Elderly] Resolution authorizing Dept. of Public Health, Bureau of Health Promotion, to apply retroactively for a grant of \$123,534, which includes indirect costs of \$17,296 based on 25% of salaries, from UCSF Injury Center for a population-based surveillance of falls in the elderly in San Francisco; providing for ratification of action previously taken. (Department of Public Health)

ACTION:

- f. File 146-94-29. [State Grant, Outreach Advocacy Services] Resolution authorizing Dept. of Public Health, Community Public Health Services, WIC Program, to apply for a retroactively, accept and expend grant of \$96,492, which includes indirect costs of \$6,884 based on 10% of salaries, from the U.S. Dept. of Agriculture for Outreach and Advocacy Services; providing for ratification of action previously taken. (Department of Public Health)

ACTION:

- g. File 148-94-6. [Federal/State Funds-Embarcadero Freeway, Separator] Resolution authorizing Director of Public Works to accept and expend \$2,535,103 of Federal and State funds to complete planning, preliminary engineering, and environmental review of replacement alternatives to the Embarcadero Freeway and Terminal Separator Structure, waiving indirect costs; see Files 148-91-9 & 85-93-1. (Department of Public Works)

ACTION:

- h. File 150-91-3.2. [Release of Reserved Funds] Hearing requesting release of reserved funds, Recreation and Park Department, in the amount of \$115,000 for India Basin Shoreline Park Phase 1. (Recreation and Park Department)

ACTION:

- i. File 133-92-2.9. [Release of Reserved Funds] Hearing requesting release of reserved funds, Chief Administrative Officer/Solid Waste Management Program, in the amount of \$90,000, to retain professional services for work-related to rate reviews. (Solid Waste Management Program)

ACTION:

REGULAR CALENDAR

2. File 97-94-66. [Lobbyist Reporting Requirements] Ordinance amending Administrative Code Sections 16.526 and 16.532 relating to the reporting requirements of lobbyists. (Supervisors Hallinan, Alioto)

ACTION:

3. File 112-94-3. [Public Notice Contingency Plan if Newspaper Strike] Hearing to consider contingency plans for the publication of public notices in the event of a strike at the San Francisco Examiner or the San Francisco Newspaper Agency and the possible implications for the Sunshine Ordinance and the Brown Act. (Supervisor Hallinan)

ACTION:

4. File 290-94-1. [Fleet Week Flyovers] Hearing to consider the impact of the flights of the Blue Angels and other practice flights over the City prior to and during Fleet Week. (Supervisor Hallinan)

ACTION:

5. File 97-94-59. [Assessment Appeals Board Assignments] Ordinance amending Administrative Code Section 2B.10 to correct a typographical error and amending Section 2B.11 to provide that a single findings of fact fee shall be due for a single appraisal unit and amending Section 2B.13 to allow Assessment Appeals Board No. 1 to hear appeals of all types, to allow Assessment Appeals Board No. 2 to hear appeals involving property on the unsecured roll assessed at \$75,000 or less and to allow members of one Assessment Appeals Board to serve on the other board in conformance with state law. (Supervisor Kaufman)

ACTION:

6. File 27-94-15. [Airport, Concession Lease] Ordinance approving the "North Terminal Hub Principal Concession Lease" between Host International, Inc. and the City and County of San Francisco acting by and through its Airports Commission. (Airports Commission)

ACTION:

7. File 172-94-35. [Claims Submission, Reprocessing, and Managed Care] Resolution approving the contract between the City and County of San Francisco, Department of Public Health, and Health Management Systems, Inc., to provide electronic claims submission, retroactive claims reprocessing services and managed care consulting services; see File 172-94-21. (Department of Public Health)

ACTION:

8. File 82-94-7. [Easement, CA Dept. of Water Resources] Ordinance authorizing the grant of an easement to the State of California, Dept. of Water Resources over City-owned property in Alameda County. (Public Utilities Commission)

ACTION:

9. File 172-94-37. [Contract Amendment, Advertising Transit Shelter] Resolution approving Second Amendment to Advertising Transit Shelter Agreement between City and County of San Francisco and Combined Communications Corporation to maintain Stonestown boarding platform in exchange for advertising on platform and to allow advertising kiosks on upper Market Street in conjunction with shelters on median boarding islands; see Files 176-87-2, 97-89-51, 7-89-7, & 7-90-13. (Public Utilities Commission)

ACTION:

10. File 97-94-64. [Bids with Alterations or Erasures; Bid Protests] Ordinance amending Administrative Code Section 6.19 relating to alterations or erasures on bids for public works or improvements, and limit on time in which a bidder must submit a bid process. (Department of Public Works)

ACTION:

11. File 64-94-18. [Lease Extension, 100 McAllister Street] Resolution authorizing extension of lease of real property at 100 McAllister Street, required by the Public Transportation Commission. (Real Estate Department)

ACTION:

12. File 172-94-36. [Lease Agreement, Rec. and Park] Resolution authorizing a lease agreement of real property for the Recreation & Park Dept., located on Merced Heights contiguous to existing Brooks Park, identified as City & County of San Francisco Assessor's Block 7073, Lot 50; Block 7074, Lot 49; and Block 7075, Lot 56 for open space purposes and adopting findings pursuant to Planning Code Section 101.1. (Real Estate Department)

ACTION:

13. File 25-94-27. [Prop. J/County Jail Food Service Management] Resolution approving the Controller's certification that County Jail Food Service Management Operations for the City and County of San Francisco can practically be performed by private contractor at a lower cost for the year commencing July 1, 1994 than if work were performed by City and County employees. (Office of the Sheriff)
(Consideration continued from 8/2/94)

ACTION:

14. File 97-94-65. [Dept. of Social Services Membership] Ordinance amending Administrative Code Section 16.6-11 to provide for Dept. of Social Services membership in the San Francisco Chamber of Commerce. (Department of Social Services)

ACTION:

LITIGATION

The Government Efficiency & Labor Committee may move to meet in closed session under provisions of Govt. Code Section 54956.9(a) to discuss proposed settlements of lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of proposed settlements would prejudice the position of the City in these lawsuits.

15. File 45-94-55. [Settlement of Litigation, Carol A. Molnar] Ordinance authorizing settlement of litigation of Carol A. Molnar against the City and County of San Francisco by payment of \$19,000. (Superior Court No. 944-657) (City Attorney)

ACTION:

16. File 45-94-56. [Settlement of Litigation, Renee Hicks] Ordinance authorizing settlement of litigation of Renee Hicks against the City and County of San Francisco by payment of \$25,000. (Superior Court No. 946-701) (City Attorney)

ACTION:

17. File 45-94-57. [Settlement of Litigation, Bruce Mansell] Ordinance authorizing settlement of litigation of Bruce Mansell against the City and County of San Francisco by payment of \$8,800. (Superior Court No. 954-398) (City Attorney)

ACTION:

18. File 48-94-20. [Settlement of Claim, Anita Allison] Resolution approving settlement of the unlitigated claim of Anita Allison by payment of \$20,000. (City Attorney)

ACTION:

19. File 48-94-21. [Settlement of Claim, Robert McCrady] Resolution approving the settlement of the unlitigated claim of Robert McCrady by payment of \$10,000. (City Attorney)

ACTION:

The Government Efficiency & Labor Committee may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102

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BOARD OF SUPERVISORS

BUDGET ANALYST

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OCT 18 1994

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October 14, 1994

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst
SUBJECT: October 18, 1994 Government Efficiency and Labor Committee Meeting

Item 1a - File 38-94-14

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of October 4, 1994.

Department: Department of Public Health

Item: Resolution authorizing the Department of Public Health, Community Public Health Services (CPHS)/AIDS, to accept and expend a gift of a 14-passenger Ford van valued at \$8,000 from the California Prostitutes Education Program to provide transportation to San Francisco residents who are CPHS Ryan White CARE Program patients; providing for ratification of action previously taken.

Description: The 14-passenger Ford van which is the subject of the proposed resolution was purchased with City funds by the California Prostitutes Education Program (CALPEP) under a contract with the Department of Public Health's AIDS Office. CALPEP was one of 14 AIDS service organizations operating out of the Center for Positive Care (CPC), which closed in October of 1992 due to City budget cutbacks. This Ford van was among a number of items returned to the City after the CPC was closed and has been garaged at City Central Shops since 1992.

Memo to Government Efficiency and Labor Committee
October 18, 1994 Government Efficiency and Labor Committee Meeting

Comment: According to Mr. Stephen LaPlante of the AIDS Office, since this resolution was requested, the Purchaser's Office has determined that the van is already the property of the City under the terms of the contract with CALPEP, and therefore it is not necessary for the Board to accept this item as a gift. As a result, the Department of Public Health has requested that this resolution be tabled.

Recommendation: In accordance with the request of the Department of Public Health, table the proposed resolution.

Item 1b - File 38-94-15

Department: Recreation and Park Commission

Item: Resolution accepting two gifts valued at \$42,500, for use by the Recreation and Park Commission

Description: The proposed resolution would accept two gifts on behalf of the City for use by the Recreation and Park Commission. One is a gift of plant display benches from the Conservatory Foundation valued at \$42,500, to be used at the Conservatory of Flowers. The Conservatory Foundation is a non-profit membership organization formed to support the Conservatory of Flowers. The second gift is a grant from Northern California Grant Makers in the amount of \$23,250 to supplement the Recreation and Park Department's summer programs at various recreation centers and playgrounds. The value of the two gifts together is \$65,750, not \$42,500, as is stated in the title and in the body of the legislation.

The gift from the Conservatory Foundation consists of approximately 300 linear feet of tall tables for holding plants in the Conservatory of Flowers in Golden Gate Park. These "plant display benches," are not seating for visitors, but are used exclusively to display the Conservatory's plant collection. The plant display benches are made of steel and fiberglass and will replace old, deteriorated wooden benches in the north side of the east and west wings and in the dome area of the Conservatory of Flowers. The steel and fiberglass benches are projected to last longer and require less maintenance than wooden benches.

The grant from Northern California Grant Makers will fund 49 different activities and programs at playgrounds and recreation centers throughout the City. Proposals for the use of these grant monies have been prepared by each participating playground or recreation center and include programs such as arts and crafts workshops, special needs activities, and outings. All of the individual programs are budgeted at \$500 or less, and the grant monies will be used for direct program expenses only, not personnel or benefits. Programs are open to the public on a first come, first served basis.

Recommendation: 1. Amend the proposed legislation to reflect that there are two gifts, one in the amount of \$42,500, and one in the amount of \$23,250, for a total of \$65,750.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
October 18, 1994 Government Efficiency and Labor Committee Meeting

2. Approve the proposed resolution as amended.

Item 1c - File 61-94-6

- Department:** Public Transportation Commission (PTC)
- Item:** Resolution granting extension of time for awarding San Francisco Municipal Railway Contract No. MR-1111, North Embarcadero Track Extension, Phase 2 - North Point Street to Powell Street.
- Description:** Section 6.1 of the San Francisco Administrative Code requires that the Board of Supervisors approve the extension of time to award a contract if award of the contract is not awarded within 30 days of the acceptance of the bid, or within an additional 30 days if required for implementation of affirmative action under Chapter 12B.
- The proposed resolution would grant the PTC an extension of time to award San Francisco Municipal Railway Contract No. 1111.
- Comments:**
1. According to Mr. Don Chee of the PTC, a bid protest was received, prior to awarding the above-noted contract, in connection with one of the bidders, Homer J. Olsen Inc./San Luis Construction, a joint venture. Mr. Chee advises that due to the time required to investigate and resolve the bid protest, the contract was not awarded within 60 days. Mr. Chee advises that the bid protest, which is still under review by the City Attorney's Office, involves issues concerning whether San Luis Construction qualifies as a MBE firm.
 2. The contract work, which is to be performed in the area of Embarcadero North Point to Powell Street, involves building a track extension to Muni's F Line. Mr. Chee advises that the work is anticipated to start as soon as possible after the contract has been awarded and will be completed within approximately 1^{1/2} years.
- Recommendation:** Approve the proposed resolution.

Item 1d - File 89-94-16

1. The proposed resolution authorizes enrollment of classification 0585, Manager of Budget and Administration (at Trial Court) in the State Disability Insurance (SDI) Program. SDI is withheld from an employee's paycheck through normal payroll deductions. Therefore, the proposed legislation does not involve significant costs to the City, as the Controller's payroll/personnel system currently performs this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the SDI payroll deduction is 1.3 percent of the first \$31,767 of gross salary for each employee (maximum of \$412.97 annually). While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory for employee classifications which are not represented by a bargaining unit to be included in the SDI program unless a majority of employees within the classification request coverage.

3. The following classification in the Trial Courts, which is not represented by a bargaining unit, would be authorized to enroll in the State Disability Program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
0585	Manager of Budget & Administration	1

4. The Department of Human Resources reports that it has received a petition requesting coverage signed by the one employee in the Manager of Budget and Administration classification.

Recommendation

Approve the proposed resolution.

Item 1c - File 146-94-28

Department: Department of Public Health (DPH)
Bureau of Health Promotion

Item: Resolution authorizing the Department of Public Health to apply for a new grant of \$123,534 including indirect costs of \$17,296, based on 25 percent of the DPH's salaries, and providing for ratification of action previously taken.

Grant Amount: \$123,534

Grant Period: August 1, 1995 to July 31, 2000

Source of Funds: Federal Government - Centers for Disease Control (CDC)

Description: The proposed grant would provide funding for study and research related to various injuries including the rate of falls, mortality, and hospitalization of the elderly in San Francisco. The purpose of the grant is aimed at the prevention of such injuries. The grant will be performed as a subcontract with the UCSF - Department of Surgery/San Francisco Injury Center.

The specific objectives of this study would be to (1) continue on an ongoing basis the collection, collation, and analysis of currently available data on falls, mortality and hospitalizations at San Francisco General Hospital, and analyze currently available data from all hospitals located in San Francisco on elderly inpatients, (2) set up a surveillance system for elderly who are not admitted to Emergency Room(ER) visits, (3) calculate age groups by community and neighborhoods as defined by the Department of Public Health in order to develop more exact data, (4) establish community specific interventions based on health education and the Community and Home Injury Prevention Program for Seniors(CHIPPS) model, and (5) evaluate effectiveness of interventions by comparing trends with those in other communities.

Budget: The DPH will provide a detailed budget for the proposed \$123,534 at the time the Department submits its request to the Board of Supervisors for acceptance and expenditures of these grant funds.

Required Match: None

Indirect Costs: \$17,296, (based on 25 percent of DPH's estimated salary costs of \$69,184)

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. As noted above no budget was provided. Therefore authorization to accept and expend the proposed grant will be subject to separate legislative approval by the Board of Supervisors.
2. The Summary of Grant Request Form, as completed by the Department, is attached.
3. A Disability Access Checklist has been completed by both the Department of Public Health and UCSF and is in the file.
4. The DPH reports that the application for the proposed grant has already been submitted. As such, the proposed legislation provides for ratification of action previously taken.
5. As noted above, although the grant period does not begin until August 1, 1995, according to DPH, DPH was required to apply for this grant by September 6, 1994. DPH reports that a long processing time is needed by CDC because this grant is a component of a larger grant.

Recommendation: Approve the proposed resolution.

Grantor: U.C.SF Injury Center
Contact Person: Elizabeth McLoughlin
Address: SFGH, Bldg. 1, Room 400
SF 94110
Amount Requested: \$ 123,534
Term: From 8/1/95 To 7/31/00

Division: Community Public Health Services
Section: Bureau of Health Promotion
Contact Person: Michael Radetsky
Telephone: 554-2924
Application Deadline: 9/6/94
Notification Expected: April 1995

I. Item Description: Request to (apply for) (add to/exceed) a (new) (replenishment) (amendment) /
(Circle or grant in the amount of \$ 123,534 from the period of
Underline) 8/1/95 to 7/31/00 to provide a population-
based surveillance of falls in the elderly in San Francisco.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

To provide via subcontract with the San Francisco Injury Center, a population-
based surveillance of falls in the elderly in San Francisco. This subcontract,
in the amount of \$123,534 over a five year period, is part of a grant proposal
submitted by the UCSF Injury Center to the Centers for Disease Control for funding
for the San Francisco Injury Center for Research and Prevention.

III. Outcomes/Objectives:

See attached sheet.

IV. Effects of Reduction or Termination of These Funds:

This essential element of the overall grant proposal could not be performed.

V. Financial Information:

(First year budget is attached)

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved By
	Two Years Ago	Past Yr./Orig.	Proposed	Change		

Grant Amount			123,534			
Personnel						
Equipment						
*Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(costs included above)

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VII. Personnel

F/T Civil Service						
P/T Civil Service						
Contractual						

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:
Not yet known.

Will grant funded employees be retained after this grant terminates? If so, How?
No.

*VIII. Contractual Services: Open Bid N/A Sole Source N/A (if sole source, attach Request for Exemption Form)

III. Outcomes/Objectives:

- Continue on an ongoing basis the collection, collation, and analysis of currently available data on falls, mortality and hospitalizations at San Francisco General Hospital.
- Analyze currently available data from all SF hospitals for inpatients.
- Set up surveillance system for non-admitted ER visits.
- Calculate age-adjusted community-specific rates and trends using neighborhoods defined by the SF Department of Public Health.
- Establish community specific interventions based on health education and CHIPPS model.
- Evaluate effectiveness of interventions by comparing trends with those in other communities.

Currently available data which can be analyzed for this purpose include death records data, hospital discharge data from all San Francisco hospitals, and ER data from San Francisco General Hospital. Hospital ER's (other than SFGH) will be surveyed regarding E-coding of ER visits and current computerization status. For those ER's where data is not currently accessible, the feasibility of a self contained reporting systems will be explored.

Quality control of mortality and hospitalization data are provided through their data systems. Quality of ER data will be assessed in the developmental phase and controlled on an ongoing basis by validating a sample of reports.

This surveillance study is independent of the specifics of the interventions planned.

Item 1f File 146-94-29

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health to apply for retroactively, accept and expend a new grant in the amount of \$96,492, which includes indirect costs in the amount of \$6,884, from the United States Department of Agriculture for outreach and advocacy services, and providing for ratification of action previously taken.

Grant Amount: \$96,492

Grant Period: October 1, 1994 to September 30, 1995

Source of Funds: United States Department of Agriculture

Project: WIC (Women, Infants and Children) Perinatal Resource Awareness Project

Description: The proposed new Federal grant funds would be used by the DPH to provide outreach and improve coordination of health and social services and supplemental food programs for low-income pregnant women, infants and children up to age five. The program will target primarily African Americans. The purpose of this program is to reduce the health risk factors associated with pregnancy, childbirth and infancy in vulnerable populations. Program objectives include (1) improved utilization of WIC clinic services as well as other available perinatal services by the target population, (2) improved nutritional management by pregnant women in the target population, and (3) a reduction in the number of infants, in the target population, with low birthweight.

No. of Persons to be Served: Outreach services to be provided to approximately 500 to 700 women and their children.

Budget:

<u>Personnel</u>		
Health Educator (.50 FTE)	\$28,280	
Public Health Aid (1.50 FTE)	<u>40,560</u>	
Subtotal		\$68,840
Fringe Benefits (20%)		<u>13,768</u>
Subtotal		\$82,608

Operating Expenses

Travel	\$1,000
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BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
October 19 1994 Government Efficiency and Labor Committee Meeting

Office Supplies	1,000	
Educational Materials	2,000	
Photocopy/Printing	2,000	
Telephone	<u>1,000</u>	
Subtotal		7,000
<u>Indirect Costs</u>		<u>6,884</u>
Total		\$96,492

Required Match: None

Indirect Costs: \$6,884 - 10 percent of salaries

Comments:

1. The DPH advises that if the proposed funds are reduced or terminated, the proposed grant funded positions would also be reduced or terminated.
2. The DPH advises that the application for the proposed grant has already been submitted. As such, the proposed legislation provides for ratification of action previously taken. The DPH also advises that no expenditures have been incurred against the proposed grant funds. Therefore, the DPH does not require retroactive approval for the acceptance and expenditure of the proposed grant funds.
3. Attached is a Summary of Grant Request, as prepared by the DPH, for the proposed grant funds.
4. A Disability Access Checklist has been prepared by the DPH for the proposed grant program and is on file with the Clerk of the Boards Office.

Recommendation: Approve the proposed resolution.

Grantor: USDA
 Contact Person: Mary Wakefield
 Address: 1103 North B Street, Suite E
Sacramento, CA 95814
 Amount Requested: \$ 96,492.00
 Term: From 10/01/94 To 09/30/95

Division: Family Health
 Section: WIC Program
 Contact Person: Maria LeClair
 Telephone: 554-2576
 Application Deadline: August 15, 1994
 Notification Expected: September 1994

I. Item Description: Request to (apply for) (accept and expend) a (new) ~~XXXXXX~~ grant in the amount of \$ 96,492.00 from the period of October 1, 1994 to Sept. 30, 1995 to provide effective outreach, assessment and referral protocol services.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

The purpose of this project is to reduce the health risk factors associated with pregnancy, childbirth and infancy in vulnerable populations. The main target: pregnant women, infants and children up to age 5 -- in particular, African Americans. Assessment and referral protocol will be prepared. Effective outreach advocacy will be prepared. Improved referral will result in increased accessibility to WIC and other support services for those in greatest need.

III. Outcomes/Objectives:

Improved utilization of WIC clinic services as well as other perinatal services available. Increased WIC enrollment of pregnant women, African Americans in particular. Improved nutritional management in pregnancy, improved/increased low birthweight in infants, especially focusing on African Americans.

IV. Effects of Reduction or Termination of These Funds:

This is a new grant for a closed-ended project. The detailed protocol for outreach and referrals will maximize existing resources. Once developed, there will be no ongoing need for funding.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Grant Amount	NA	NA	96,492.00		-0-	
Personnel			82,608.00			
Equipment						
*Contract Svc.						
Mat. & Supp.			7,000.00			
Facilities/Space						
Other						
Indirect Costs			6,884.00			
VI. Data Processing						
(costs included above)						
VII. Personnel						
F/T Civil Service			2.0			
P/T Civil Service						
Contractual						

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, How?
No

*VIII. Contractual Services: Open Bid X Sole Source _____ (if sole source, attach Request for Exemption Form)

Item 1g - File 148-94-6

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of Public Works to accept and expend \$2,535,103 in Federal and State grant funds to complete the planning, preliminary engineering and environmental review for the replacement alternatives to the Embarcadero Freeway and the Terminal Separator Structure; and waiving indirect costs.

Grant Amount: \$2,535,103

Source of Funds: Federal Highway Administration (FHA) Funds \$2,494,293
State Highway Funds 511,650
Total (See Comment No. 1) \$3,005,943

Project: Completion of planning, preliminary engineering and environmental review for the replacement alternatives to the Embarcadero Freeway and the Terminal Separator Structure.

Description: In June of 1991, the Board of Supervisors approved a resolution (File 148-91-8) authorizing the Department of Public Works (DPW) to apply for \$58.5 million in Federal Highway Administration (FHA) Emergency Relief Funds for the planning, design and construction of an alternative to the Embarcadero Freeway, and to accept and expend \$4,593,600 of said funds for planning and environmental work on the project.

In June of 1991, the Board of Supervisors approved a second resolution (File 148-91-9) authorizing DPW to apply for \$11 million in State Highway Funds for the planning, design and construction of an alternative to the Embarcadero Freeway, and to accept and expend \$756,400 of said funds for planning and environmental work on the project.

At that time, a third resolution (File 270-91-4) was also approved by the Board of Supervisors to authorize an expenditure by DPW of \$481,000 from the Mayor's Earthquake Emergency Relief Fund for planning and conceptual engineering on the Embarcadero Freeway Replacement Project. DPW is currently awaiting approval for the reimbursement of these funds from the FHA.

The City plans to build a surface or subsurface replacement for the earthquake-damaged Embarcadero Freeway. In addition, DPW is currently evaluating the replacement

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
 October 18, 1994 Government Efficiency and Labor Committee Meeting

alternatives for the Terminal Separator Structure, which was a series of off-ramps connecting Interstate Route 80 and the Embarcadero Freeway that was damaged in the 1989 Loma Prieta earthquake. In 1993, the Board of Supervisors approved a resolution recognizing that integrating a formal study of the Terminal Separator Structure replacement alternatives with the current environmental review of the replacement alternatives to the Embarcadero Freeway would offer the most expeditious means of determining an appropriate Terminal Separator Structure design.

DPW is currently requesting the approval of the proposed resolution to authorize DPW to accept and expend \$2,494,293 in FHA funds and \$511,650 in State Highway funds (a total of \$3,005,943) to complete planning, preliminary engineering and an environmental review of the replacement alternatives to the Embarcadero Freeway and the Terminal Separator Structure.

Budget:

	<u>Sources of Funding</u>			
	<u>FHA</u>	<u>State</u>	<u>Other</u>	
	<u>Funds</u>	<u>Highway</u>	<u>Funding</u>	<u>Total</u>
		<u>Funds</u>	<u>Sources*</u>	<u>Budget</u>
<u>Administration:</u>				
DPW (8.3% of Direct Costs)	\$438,905	\$103,645	\$260,567	\$803,117
CAO (2.2% of Direct Costs)	<u>129,710</u>	<u>14,173</u>	<u>65,400</u>	<u>209,283</u>
Subtotal - Administration	\$568,615	\$117,818	\$325,967	\$1,012,400
<u>Land Acquisition:</u>				
CAO	\$65,450	\$11,550	\$33,000	\$110,000
Rezoning	0	0	300,000	309,000
Real Estate Department	38,250	6,750	0	45,000
City Attorney	42,500	7,500	0	50,000
Camp Dresser McKee				
Consultants, Inc.	0	3,367	42,000	45,367
Baseline Environmental, Inc.	51,000	5,633	0	56,633
Ace Pacific, Inc.	0	0	50,000	50,000
Other Toxic Surveys	<u>42,500</u>	<u>7,500</u>	<u>0</u>	<u>50,000</u>
Subtotal - Land				
Acquisition	\$239,700	\$42,300	\$425,000	\$707,000
<u>Environmental:</u>				
City Planning	\$184,450	\$32,550	\$93,000	\$310,000
CAO	64,855	11,445	32,700	109,000
Parsons/Brinkerhoff, Inc.	<u>3,281,000</u>	<u>579,000</u>	<u>0</u>	<u>3,860,000</u>
Subtotal -				
Environmental	\$3,530,305	\$622,995	\$125,700	\$4,279,000

	Sources of Funding			Total Budget
	FHA Funds	State Highway Funds	Other Funding Sources*	
<u>Preliminary Design:</u>				
DPW	\$1,519,375	\$268,125	\$962,500	\$2,750,000
Department of Parking and Traffic (DPT)	51,000	9,000	0	60,000
Art Commission	21,250	3,750	0	25,000
Consultants	<u>637,500</u>	<u>112,500</u>	<u>0</u>	<u>750,000</u>
Subtotal - Preliminary Design	\$2,229,125	\$393,375	\$962,500	\$3,585,000
<u>Preliminary Engineering:</u>				
DPW	\$27,625	\$4,875	\$17,500	\$50,000
Consultants	<u>42,500</u>	<u>7,500</u>	<u>0</u>	<u>50,000</u>
Subtotal - Preliminary Engineering	<u>\$70,125</u>	<u>\$12,375</u>	<u>\$17,500</u>	<u>\$100,000</u>
Total - Direct Costs	\$6,637,870	\$1,188,863	\$1,856,667	\$9,683,400
Contingency (6.4% of Direct Costs)	<u>450,023</u>	<u>79,187</u>	<u>93,390</u>	<u>622,600</u>
TOTAL	\$7,087,893	\$1,268,050	\$1,950,057	\$10,306,000

Sources of Funding:

Previously Approved Funds	\$4,593,600	\$756,400	\$781,000	\$6,131,000
Required Match	0	0	1,169,057	1,169,057
Current Request	<u>2,494,293</u>	<u>511,650</u>	<u>0</u>	<u>3,005,943</u>
TOTAL	\$7,087,893	\$1,268,050	\$1,950,057	\$10,306,000

* Other sources of funding include the proceeds from the sale of CalTrans property, the Transportation Sales Tax and the Mayor's Earthquake Emergency Relief Fund (See Comment No. 2).

Required Match:	Sale of CalTrans Property (See Comment No. 3)	\$150,000
	Transportation Sales Tax	<u>1,019,057</u>
	Total	\$1,169,057

Indirect Costs: The use of the grant funds to pay for indirect costs is not permitted by the FHA or the State. Therefore, the proposed resolution includes a provision to waive indirect costs.

Comments: 1. Ms. Tina Olson of DPW advises that the amount of the requested grant funding stated in the title and body of the proposed resolution is incorrect and should be amended to state a total of \$3,005,943 rather than \$2,535,103.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. The total estimated cost of the planning, preliminary engineering and environmental review for the replacement alternatives to the Embarcadero Freeway and the Terminal Separator Structure is \$10,306,000. In addition to the \$7,087,893 in FHA funds and the \$1,268,050 in State funds reflected in the table above, or a total of \$8,355,943, other sources of funding for the project include \$150,000 from the sale of CalTrans property, \$1,319,057 from the Transportation Sales Tax and \$481,000 in Mayor's Earthquake Emergency Relief Funds, for a total of \$10,306,000.

3. Ms. Jenny O'Connor of DPW advises that the California Department of Transportation (CalTrans) is planning to transfer CalTrans-owned property located at the former site of the Embarcadero Freeway to the City. Ms. O'Connor further advises that the City will sell this property upon its transfer from CalTrans and the proceeds from the sale will be used to partially fund the preliminary studies for the Embarcadero Freeway and Terminal Separator Structure.

4. The Disability Access Checklist is in the Clerk of the Board's file.

5. Ms. O'Connor advises that the consultants who will perform the preliminary design (\$750,000) and the preliminary engineering (\$50,000) work have not yet been selected. As such, \$800,000 should be placed on reserve, pending the selection of consultants, the submission of budget details and the MBE/WBE status of the consultants.

Recommendations: 1. Amend the title and body of the proposed resolution to state \$3,005,943 instead of \$2,535,103 as the amount of Federal and State grant funds.

2. Place \$800,000 on reserve, pending the selection of consultants, the submission of budget details and the MBE/WBE status of the consultants.

3. Approve the proposed resolution, as amended.

Item 1h - File 150-91-3.2

Department: Recreation and Park Department

Item: Requesting release of reserved funds in the amount of \$115,000 for the India Basin Shoreline Park Project, Phase I.

Amount: \$115,000

Source of Funds: Habitat Conservation Fund, California Department of Parks and Recreation

Description: In December of 1992, the Board of Supervisors approved a resolution (File 150-91-3.1) authorizing the Recreation and Park Department to accept and expend grant funds in the amount of \$150,000 for Phase I of the India Basin Wetlands Restoration Project. Of this amount, the Board of Supervisors placed \$115,000 on reserve for contractual services and related contingencies, pending the selection of contractors, the submission of budget details and the MBE/WBE status of the contractors.

The India Basin Wetlands Restoration Project consists of the removal of submerged debris and scuttled vessels which have been dumped and abandoned at the water's edge, the landscaping of inland areas and the restoration of wetland and shoreline habitats. The India Basin land is located in the area of Innes Avenue and Hunters Point Boulevard. The land has been used for years as a dumping ground and squatters' settlement, and has several barges and other vessels, both beached and submerged, which must be removed prior to restoring the wildlife and vegetative habitats desired in Bay wetlands.

Through a Request For Proposal (RFP) process, the Recreation and Park Department selected the construction firm of Marinship Construction Services, Inc. and Ghilotti Brothers Construction Services, Inc., a Joint Venture, for the amount of \$604,880. Marinship Construction Services is an MBE firm. Ghilotti Brothers Construction is not an MBE or WBE firm. Total MBE/WBE participation in the contract is 64.2 percent. The Recreation and Park Department is now requesting the release of \$115,000 in previously reserved funds to partially fund this construction contract. The construction contractors' services will include (1) grading; (2) irrigation and planting; (3) the construction of a parking lot, shoreline protection pathways and stone walls; and (4) the installation of site furniture.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
 October 18, 1994 Government Efficiency and Labor Committee Meeting

Budget: The contractors, subcontractors, MBE/WBE participation and the contract amounts are as follows:

	<u>Amount</u>
<u>Prime Contractor</u>	
Marinship Construction Services, Inc.,	
MBE (37.2%) / Ghilotti Brothers	
Construction, Inc. (35.8%), Joint	
Venture	\$401,380

<u>Subcontractors</u>	
P & K Trucking, Inc., MBE (5.5%)	\$30,000
HAP Construction, MBE (14.5%)	80,000
Korotkin Associates, WBE (7.0%)	<u>38,500</u>

Total - Subcontractors	<u>148,500</u>
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Total - Construction Contract	\$549,880
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Construction Contingency (10%)	<u>55,000</u>
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Total Construction Cost	\$604,880
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Total MBE/WBE Participation - 64.2%

Comments: 1. The Recreation and Park Department received the following bids for the India Basin Wetlands Restoration contract:

<u>Name of Firm</u>	<u>MBE/WBE Status</u>	<u>Amount of Bid</u>
Marinship Construction Services, Inc., MBE / Ghilotti Brothers Construction, Inc.	Joint Venture	\$549,880
Pan-Marine Constructors, Inc.	MBE and WBE	743,000
San Luis Gonzaga Construction	MBE	800,000

2. The balance of \$489,880 on the construction contract (\$604,880 less this request of \$115,000) will be funded from previously appropriated Open Space and Park Renovation funds, which were carried forward from the FY 1992-93 and FY 1993-94 budgets for the Recreation and Park Department.

Recommendation: Approve the requested release of reserved funds in the amount of \$115,000.

Item 1i - File 133-92-2.9

Department: Chief Administrative Officer (CAO)
Solid Waste Management Program

Item: Request for release of reserved funds, Chief Administrative Officer/Solid Waste Management Program, in the amount of \$90,000, to retain professional services for work related to garbage rate reviews.

Amount: \$90,000

Source of Funds: Refuse Collection and Disposal Fees Impound Account

Description: In August of 1992, the Board of Supervisors approved legislation authorizing the Chief Administrative Officer (CAO) to accept and expend funds in the amount of \$2,896,061 from the Refuse Collection and Disposal Fees Impound Account for various Solid Waste Management Program projects. Of the \$2,896,061, the Board placed \$180,000 on reserve, pending budget details, for consultant services related to garbage rate reviews. Of this amount, \$90,000 remains on reserve.

The CAO advises that it has now conducted a Request for Qualifications (RFQ) process to contract for the necessary consultant services and has selected Hilton Farnkopf & Hobson as the prime contractor. The amount of the contract is \$120,000, or \$30,000 more than the \$90,000 being requested for release from reserves. The \$30,000 balance needed to pay for this contract is included in the CAO's FY1994-95 budget previously approved by the Board of Supervisors.

The consultant contract provides for services in the areas of strategic planning, long-term financial planning, and technical engineering review services related to solid waste facilities, planning, and regulatory issues. The consultants will provide technical expertise in areas such as identification of solid waste disposal options, acquisition of disposal capacity, analysis of San Francisco's solid waste processing and transfer methods, evaluation of reuse center proposals, landfill closing costs and methods, and other services as needed.

The CAO reports that there were three respondents to the RFQ, all of whom met minimum requirements and were interviewed for this contract.

BOARD OF SUPERVISORS
BUDGET ANALYST

Hilton Farnkopf & Hobson is not an MBE or WBE. According to the Human Rights Commission, five subcontractors, three of whom are MBE/WBEs, will be engaged for part of this contract, as shown in the following table:

<u>Contractor/ Subcontractor</u>	<u>WBE/MBE</u>	<u>Range of Professional/ Technical Hourly Rates</u>
Hilton Farnkopf & Hobson	No	\$70 to \$195
SCS Engineers	No	\$42 to \$133
It's a Natural, Inc.	Yes	\$120 only
Harvey M. Rose Accountancy	No	\$65 to \$150
Debra Newman & Associates	Yes	\$90 to \$105
Wallace, Mah & Louie	Yes	\$55 to \$175

Project Budget: The terms of this contract specify on-call services on various projects as needed for a period of two years with a budget up to the contract amount of \$120,000.

The CAO states that because of the on-call nature of this work, the precise mix of professional hours, hourly rates, and other costs will be determined when the CAO issues specific work orders for the required work. Hourly rates for professional and technical staff of the contractors are shown in the table above.

Comments:

1. The CAO and the Human Rights Commission have noted that three MBE/WBEs are engaged as subcontractors on this contract. However, because of the on-call nature of the contract, the actual amounts and percentages of the contract that will qualify as MBE/WBE participation will be determined when the CAO issues specific work orders.

2. Firms engaged as subcontractors on this project include Harvey M. Rose Accountancy, Debra Newman & Associates, and Wallace, Mah & Louie, firms which also serve in a joint venture as the Budget Analyst under contract to the Board of Supervisors. In 1988, the CAO contracted with Harvey M. Rose Accountancy and Debra Newman & Associates for consultant services to perform a review of garbage rate setting methodology. At that time, an opinion was sought from the City Attorney as to whether or not the two firms would be in conflict in the performance of the contracted duties because of their role as the Budget Analyst, even though the issue in question, the setting of garbage rates, would not come before the Board of Supervisors. The City Attorney ruled in that instance that

no conflict would exist. Similarly, the technical services to be performed under this proposed contract by firms now acting as the Board's Budget Analyst are not matters that would come before the Board of Supervisors. Nevertheless, it would be inappropriate for the Budget Analyst to recommend approval of the proposed release of reserves.

Recommendation: Because the proposed contractors for these services include firms that are presently engaged under the Budget Analyst contract to the Board of Supervisors, we have no recommendation on this request.

Item 2 - File 97-94-66

Item: Ordinance amending Administrative Code Sections 16.526 and 16.532 relating to the reporting requirements of lobbyists.

Description: San Francisco's Administrative Code Chapter 16, Article XIIA, defines three types of "lobbyists" and regulates their activities related to influencing legislative and administrative actions taken by the City.

Sections 16.524 and 16.525 of this Article require all lobbyists to register annually with the Clerk of the Board, pay registration fees, and disclose detailed information regarding their employees, clients, and proposed lobbying activities.

Section 16.526 of this Article requires all lobbyists to submit a quarterly activity report to the Clerk of the Board detailing their expenses, expense beneficiaries with the beneficiaries' official position if any, and political contributions of \$100 or more to officers of the City, candidates for City offices, or committees formed to elect candidates to City offices.

The proposed ordinance would make several additions to the quarterly activity reports required from lobbyists under Section 16.526 , as detailed below.

Changes to Section 16.526 Regarding Quarterly Activity Reports by Lobbyists

1. Required of all lobbyists

Under the proposed ordinance, Section 16.526 would be amended to require that all lobbyists also include in their quarterly activity reports contributions of \$100 or more to committees formed primarily to oppose candidates for City offices.

2. Required of Section 16.520(a) lobbyists

Under the proposed ordinance, persons or businesses who act as lobbyists by virtue of working on paid contracts to influence legislative or administrative action [the definition in Section 16.520(a)] would also be required to include in their quarterly activity report the following additional information:

BOARD OF SUPERVISORS
BUDGET ANALYST

- a. The full name, address and phone numbers of each of their clients for whom they lobbied during the reporting period.
- b. A description of the specific legislative or administrative action on which the lobbyist communicated with any officer of the City on behalf of each of their clients during the reporting period.
- c. The total payments, including fees and expenses, received from each client during the reporting period.
- d. The total amount of payments received for lobbying services during the reporting period.

3. Required of Section 16.520(b) lobbyists

Under the proposed ordinance, businesses or organizations who act as lobbyists by virtue of having employees or members who communicate with City officers to influence legislative or administrative action as part of their regular employment [the definition under Section 16.520(b)] would also be required to include in their quarterly activity report the following additional information:

- a. A description of the specific legislative or administrative action regarding which employees or members communicated with City officers.
- b. Payments to influence legislative or administrative action including payments in connection with support or assistance to other lobbyists, payments in connection with communicating with City officers, and payments in connection with soliciting or urging other persons to communicate with City officers on the lobbyists' behalf.

4. Required of Section 16.520(c) lobbyists

Under the proposed ordinance, persons who act as lobbyists by virtue of expending \$1,000 or more in a quarter, excluding payments to other lobbyists, to influence legislative or administrative City action [the definition under Section 16.520(c)] would also be required to include in their quarterly activity report the following additional information:

- a. Any payment to a lobbyist as defined in Section 16.520(a) for lobbying services.

b. Payments to influence legislative or administrative action including payments in connection with support or assistance to other lobbyists, payments in connection with communicating with City officers, and payments in connection with soliciting or urging other persons to communicate with City officers on the lobbyists behalf. This clause is exactly like the requirements on Section 16.520(b) lobbyists noted above in 3b.

Change in Section 16.532 Regarding Penalties for Late Filing of Lobbyists' Statements and Reports

Under the proposed ordinance, lobbyists who file statements or reports after the deadlines set out in Article XIIA would be fined \$10 per day for each day after the deadline until the statement or report is filed.

Comment:

1. As previously noted, under the proposed ordinance lobbyists who file statements or reports after the deadlines set forth in Article XIIA would be fined \$10 per day for each late day after the deadline until the statement or report is filed. Currently, there is no daily fine provision. However, there is a fine of up to \$1,000 for any violation under Article XIIA which requires a civil action to be filed by the City Attorney's Office. According to Randy Riddle, Deputy City Attorney, both the current \$1,000 fine as well as the proposed \$10 fine could be assessed, but in general practice, the \$10 per day fine would be assessed far more frequently because the \$1,000 penalty requires much more effort to assess. Deadlines in the Article include the annual registration report which is filed at the time of registration, and the deadline for quarterly activity reports, which is the 15th day of the first month of the ensuing quarter. The Clerk of the Board would be allowed to waive the \$10 per day penalty if the Clerk determined that the late filing was not willful and that enforcement of the penalty would not further the purposes of Article XIIA. Any funds received under this clause would be deposited in the General Fund.

2. There would be no significant fiscal impact to the City resulting from this proposed ordinance. The main area of revenue or cost concerned is registration fees required to be paid to the City by lobbyists. These fees are set in Section 16.524 of Article XIIA and would not be affected by the proposed amendment. There is no specific cost estimate at this time of the amount of revenues that might be gained as a result of the \$10 per day late filing fine.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. Mr. John Taylor, Clerk of the Board, states that the Clerk of the Board's Office will enforce Article XIIA until the end of 1994, upon which time the Ethics Commission will assume this function on January 1, 1995. Mr. Harry Joel, Director of the Ethics Commission, advises that the proposed amendment would not result in the need for any additional staff.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 5 - File 97-94-59

Note: This report addresses the substitute ordinance on this issue introduced by the Author.

Department: Assessment Appeals Boards

Item: Ordinance amending Chapter 2B of the San Francisco Administrative Code; by amending Section 2B.10 thereof to correct a typographical error and to provide that a refund of the Hearing Fee will be given only under certain circumstances as explained below; by amending 2B.11 thereof to provide that a single Findings of Fact Fee shall be due for a single appraisal unit; and by amending Section 2B.13 thereof to allow Assessment Appeals Board No. 1 to hear appeals of all types, to allow Assessment Appeals Board No. 2 to hear appeals involving property on the unsecured roll assessed at \$75,000 or less, and to allow members of each of the two Assessment Appeals Boards to serve on the other Assessment Appeals Board in conformance with State Law.

Description: The members of the Assessment Appeals Boards are appointed by the Board of Supervisors to hear appeals from property owners who contend that the Assessor's Office has incorrectly appraised their property, thereby resulting in higher taxes that are due to the City. There are two Assessment Appeals Boards consisting of three members each. Assessment Appeals Board members are compensated by the City for their service at the rate of \$100 per half day (\$200 per day).

The proposed ordinance would make several changes in the processes and rules used by the Assessment Appeals Boards, as follows:

Section 2B.10

Section 2B.10 sets the Hearing Fees to be collected by the Assessment Appeals Board from applicants, hearing fee waivers, and other conditions regarding the hearing fees. Under the proposed ordinance Section 2B.10 would be amended to correct a typographical error by replacing "Filing Fee" with "Hearing Fee" in Section 2B.10(f). There is a separate "Filing Fee" required for all applications which is specified in Section 2B.9. This change makes the terminology in Section 2B.10(f) consistent with that used in the rest of Section 2B.10.

BOARD OF SUPERVISORS
BUDGET ANALYST

Section 2B.10(d) currently states that the Hearing Fee will be refunded if the applicant's appeal results in the Assessor's value being lowered (a) either to the applicant's opinion of value or (b) by 30 percent or more of the Assessor's value. The proposed ordinance would add a provision stipulating that the applicant's opinion of value for this purpose must be the value that was stated in their original appeal application. In addition, the proposed ordinance would require applicants who are due a refund to apply for that refund in writing within 30 days of the Assessment Appeals Board's decision.

Section 2B.11

Section 2B.11 sets the Findings of Fact Fees to be collected by the Assessment Appeals Board from applicants. These fees range from \$100 for properties valued at \$1 million or less to \$1,000 for properties valued at more than \$20 million.

The proposed ordinance would add a new subsection stating that applicants who file two or more appeals at the same time affecting the same appraisal unit for the same tax year, will only have to pay one Findings of Fact Fee, based on the total assessed value of the property in that appraisal unit.

This proposed change to Section 2B.11 would make the treatment of Findings of Fact fees similar to that of Hearing Fees, charging only one fee for two or more appeals affecting the same appraisal unit in the same tax year (See Comment).

Section 2B.13

Section 2B.13 sets forth the responsibilities of the two Assessment Appeals Boards.

At present, Assessment Appeals Board No. 2 hears all appeals dealing with residential property of 12 units or less with no commercial components above the first floor. The proposed ordinance would change Section 2B.13 to have Assessment Appeals Board No. 2 hear only appeals for properties of 12 units or less, at least part of which is in residential use, plus appeals concerning properties on the unsecured roll (i.e. fixtures) valued at \$75,000 or less. Assessment Appeals Board No. 1 at present hears all appeals not heard by Assessment Appeals Board No. 2. The proposed ordinance would change Section 2B.13 to allow

Assessment Appeals Board No. 1 to hear appeals dealing with any type of property.

In effect, the changes to Section 2B.13 would have Assessment Appeals Board No. 1 continue to hear appeals concerning commercial property, large multi-unit residential buildings and vacant land, plus appeals concerning any other property as time permits. Assessment Appeals Board No. 2 would continue to hear appeals concerning smaller multi-unit buildings, single family homes, and smaller properties on the unsecured roll. According to the Clerk of the Board, Assessment Appeals Board No. 1 occasionally does not have large cases waiting to be heard and this change would allow them to use their available time by hearing smaller cases. The proposed ordinance would give both of the Assessment Appeals Boards more flexibility in distributing the hearing case load.

Finally, the proposed ordinance would make the City's Code consistent with State law by removing a clause of Section 2B.13 which prohibits members of one Assessment Appeals Board from sitting on the other Assessment Appeals Board.

Comment:

The Clerk of the Board has stated that the proposed change to Section 2B.11 under this ordinance concerning Findings of Fact fees would have no impact on the revenues collected by the Assessment Appeals Boards.

Recommendation:

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 6 - File 27-94-15

Department: Airports Commission

Item: Ordinance approving the "North Terminal Hub Principal Concession Lease" between Host International Inc. and the City and County of San Francisco acting by and through its Airports Commission.

Amount Payable to Airport: \$1,831,000 annually or 20 percent of gross annual receipts, whichever is greater

Lease Period: December 16, 1994 to December 15, 1999 (five years)

Description: The proposed ordinance would approve a new lease in the North Terminal of San Francisco International Airport. The lease would be granted to Host International for a period of five years beginning December 16, 1994, for a minimum annual guarantee payment from Host to the Airport of \$1,831,000 or 20 percent of gross receipts, whichever is greater. Host was the high bidder for this lease in a competitive bidding process.

The previous lease on this space was also a five year lease held by Host International. The minimum annual guarantee payment from Host to the Airport under the previous lease was \$1,406,758, or 20 percent of gross receipts, whichever was greater. Thus the minimum annual guarantee payment under the new lease represents an increase of 30 percent or \$424,242 to be paid by Host to the Airport annually.

According to the Airport's Director of Properties, Mr. Bob Rhoades, there are several important improvements to the leased space. Under the previous five-year lease, the space consisted of a main retail store of 2,659 square feet, a bookstore of 1,100 square feet, a news stand of 333 square feet, and a clothing store of 431 square feet, for a total of 4,523 square feet of leased space. The new lease breaks the property into two pieces, with Host leasing a 3,784 square feet combined main retail store, plus a 626 square feet specialty shop which was created by renovating the previous 431 square foot facility to capture more floor space. The 333 square feet news stand has been bid out separately as a small business set-aside. The two leases together total 4,743 square feet of leased space, an increase of 220 square feet over the previous lease of 4,523 square feet.

BOARD OF SUPERVISORS
BUDGET ANALYST

The separate lease for operation of the 333 square feet news stand has been granted to Aaron Concessions, a qualified MBE, for a minimum annual guarantee payment from Aaron Concessions to the Airport of \$180,000 or 15 percent of gross receipts, whichever is greater. This lease has been approved by the Airports Commission and does not require approval of the Board of Supervisors because the annual payment under the lease is less than \$1 million.

Under Host's plans for the new lease, the 3,784 square feet combined main retail facility will be a news/gifts/sundries shop and will also contain three boutiques; one each for sports clothing, California products, and music/electronics. The 626 square feet specialty shop will be an aviation gifts store with model airplanes, clothing, books and historical material related to flight.

Mr. Rhoades reports that with the new space configuration and the increased payments, the net increase in the minimum annual guarantee payment for the Airport under the two leases (Host International and Aaron Concessions) will be \$604,242 over the previous lease (\$424,242 plus \$180,000).

Comments:

1. According to Mr. Rhoades, during the previous five-year lease, Host has always paid the minimum annual guarantee payment to the Airport. Historically the amount represented by 20 percent of their gross receipts has always been less than the minimum annual guarantee.

2. The Airport's concession program requires lessees to make their "best effort" to include MBE/WBEs within their business plans. In this regard, Host International will sublease the boutique space within their 3,784 square feet main retail facility with 20% of the space going to a qualified MBE and 10% to a qualified WBE, for a total of 1,135 square feet or 30% of their main facility subleased to MBE/WBEs. This allocation to MBE/WBEs is the same percentage of floor space as was subleased to MBE/WBEs in the previous five-year lease and represents the Airport's usual subleasing level. Host is now in the process of selecting these MBE/WBE contractors.

3. The Human Rights Commission has certified that Host has met the bid qualifications by negotiating a satisfactory employee workforce plan.

4. The Airport conducted a competitive bidding process for the North Terminal Hub Principal Concession Lease. There

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
October 18, 1994 Government Efficiency and Labor Committee Meeting

were three qualified bidders, with Host being the highest at \$1,831,000. The other bidders were W.H. Smith at \$1,700,100 and DelDuca Enterprises at \$1,586,421.

Recommendation: Approve the proposed ordinance.

Item 7 - File 172-94-35

Department: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)

Item: Resolution approving the contract between the City and County of San Francisco, Department of Public Health and Health Management Systems, Inc. to provide electronic claims submission and retroactive claims reprocessing services.

Amount: Not to exceed \$1.5 million annually

Contract Period: November 1, 1994 to October 31, 1998 (four years)

Description: SFGH's currently has two contracts with Health Management Systems, Inc. (HMS) which are due to expire on October 31, 1994. SFGH recently issued a Request for Proposal (RFP) for all claims processing services which are currently provided by HMS under these two contracts. HMS was selected as the consultant.

The two current contracts provide two types of services as follows:

1. Comprehensive Accounts Receivable Management and Electronic Claims Submission Services (CAMS), whereby HMS, in part, reviews data contained in Medi-Cal, Medicare, and other types of claims to be submitted to the State and Federal governments for reimbursement. If no errors are found in the claims as the result of this electronic review, the claims are submitted electronically to any and all payors (i. e., State and Federal government, private insurers) and reimbursed within 10-30 days. Claims containing errors are reported to SFGH's billing unit for corrections.

HMS receives a percentage of the revenues collected under the CAMS program, not to exceed \$1.5 million annually. SFGH reports that, on a percentage basis, these fees would exceed \$1.5 million annually, if the contract were not capped at \$1.5 million.

2. "Retroactive claims reprocessing" (RCR) services, whereby HMS attempts to identify whether patients whose bills have not been paid (delinquent accounts) may be eligible for Medi-Cal or Medicare, in order to determine whether the unpaid bills can be submitted to the State or Federal government for reimbursement under these programs.

BOARD OF SUPERVISORS
BUDGET ANALYST

HMS receives 21 percent of the revenues collected by SFGH under the RCR program, but without any annual maximum limit. SFGH reports that, if these services were not provided by HMS or another vendor, these delinquent unpaid bills would be written off as uncollectible.

Under the proposed contract, HMS would continue to provide the two above-noted services and, in addition, would have the option of providing two additional services, Medi-Cal Managed Care Consulting Services and Medi-Cal Managed Care Information System Services, in connection with the implementation of managed care of Medi-Cal recipients as required by the State Department of Health Services. Managed Care will require replacement of current "fee-for-service" patient billing practices with "capitated revenue" for provision of public health and hospital services to Medi-Cal eligible health care recipients receiving services from Community Health Services, SFGH, Laguna Honda Hospital and the DPH Division of Mental Health, Substance Abuse and Forensics. A summary of the scope of the Medi-Cal Managed Care Consulting Services and the Medi-Cal Managed Care Information System Services is outlined below:

1. Medi-Cal Managed Care Consulting Services (MMCCS) will include the following: (a) analysis and data processing services, on an as-needed basis, necessary to assist the City in becoming a Medi-Cal managed care entity, (b) enhancement of the City's Medi-Cal database with historic utilization data to identify (1) utilization patterns over a period of time, (2) major non-City providers and patterns of service and (3) the potential risks and rewards of accepting a managed care initiative, (c) the use of HMS's proprietary computer modeling techniques to project various managed care initiative scenarios including the calculation of historic "per capita" fees for City recipients, the development of alternative revenue/cost projections and the identification of risks based upon alternative variables, (d) assistance in the development of a managed care provider organization, (e) the identification of other "traditional" (i. e., private physicians and private hospitals) Medi-Cal providers, the provision of historical data/analysis to negotiate "per capita" fees with the State and other providers to minimize risk, and the identification of types of functions to be retained by the City.

For the provision of Medi-Cal Managed Care Consulting Services, HMS would receive 0.15 percent (.0015) of inpatient revenues and 0.15 percent of outpatient revenues collected by SFGH under the CAMS program.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. Medi-Cal Managed Care Information System Services (MMCIS) would provide services necessary to support the operational and managerial requirements of a managed care provider network by integrating data across City provider lines and converting a portion of the former Medi-Cal fee-for-service system to a managed care system. Specific services would include the development and implementation of (a) automated beneficiary eligibility verification, (b) utilization requests, authorization and review systems, (c) claims processing system, (d) a provider contract management system, (e) a comprehensive cost accounting and reporting system, (f) a comprehensive management reporting system, and (g) a risk management assessment system.

For the provision of Medi-Cal Managed Care Information System Services, HMS would receive 1.25 percent of inpatient CAMS revenue plus RCR revenue plus 1.25 percent of outpatient CAMS revenue plus RCR revenue or a \$40,000/month maximum, if less than 10,000 Medi-Cal managed care recipients are enrolled. If more than 10,000 Medi-Cal managed care recipients are enrolled, HMS would receive the greater of a \$40,000/month minimum or a fee amount based on a sliding fee scale structure for each 10,000 recipients enrolled.

Ms. Sharon Kennison of the SFGH advises that the MMCCS and MMCIS would be provided by HMS on an interim basis for FY 1994-95 and 1995-96, until such time as SFGH's computer system for Medi-Cal managed care, which will be operated by Shared Medical Systems, Inc. (SMS) is installed and operational. This Medi-Cal managed care system is a component of SFGH's planned management information system and is anticipated to be operational by mid to late 1996.

Comments:

1. Attachment 1 is a table, provided by SFGH, which outlines the estimated amount of revenue which would accrue to the City and the estimated fee amounts that would be paid to HMS under the CAMS, RCR MMCCS and MMCIS components of the proposed contract. A summary of the revenue details included in the attached table for FYs 1994-95 and 1995-96, is as follows:

<u>CAMS</u>	<u>FY 1994-95 (8 months)</u>	<u>FY 1995-96</u>
Total Revenue	\$75,000,000	\$70,000,000
HMS Fees	<u>(1,500,000)</u>	<u>(1,500,000)</u>
Net Revenue to the City	\$73,500,00	\$68,500,000

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>RCR</u>	<u>FY 1994-95</u> <u>(8 months)</u>	<u>FY 1995-96</u>
Total Revenue	\$2,500,000	\$2,500,000
HMS Fees	<u>(525,000)</u>	<u>(525,000)</u>
Net Revenue to the City	\$1,975,000	\$1,975,000

MMCCS and MMCISS

Total Revenue	\$2,100,000	\$2,800,000
HMS Fees (MMCCS)	(75,000)	(105,000)
HMS Fees (MMCISS)	<u>(320,000)</u>	<u>(480,000)</u>
Net Revenue to the City	\$1,705,000	\$2,215,000

2. Attachment 2 provided by SFGH contains \$245,280,430 (\$241,713,711 - CAMS plus \$3,566,719 - RCR) in revenues which were paid to the County as a direct service of the two HMS existing contracts and \$5,688,906 (\$4,500,000 - CAMS plus \$1,188,906 - RCR) in fees which were paid to HMS in 1992, 1993, and 1994 (estimate).

3. Attachment 3 is a listing of the firms which responded to the SFGH RFP and a rating analysis documenting that Health Management Systems, Inc. was considered the most qualified contractor to provide electronic claims submission and retroactive claims reprocessing services.

Recommendation: Approve the proposed resolution.

Projected for FY 1995-1998

Managed Care Services - Benefits and Costs

HMS Service/Program	FY 95			FY 96			FY 97			FY 98		
	Pre-CAMS Revenue	Estimated FY 95 Revenue	Var. (%)	Pre-CAMS Variance (\$)	Estimated FY 96 Revenue	Var. (%)	Pre-CAMS Variance (\$)	Estimated FY 97 Revenue	Var. (%)	Pre-CAMS Variance (\$)	Estimated FY 98 Revenue	Var. (%)
I. CAMS		(8 mos.) ⁽¹⁾		(8 mos.)								
a. IP PFS Revenue	\$46,200,000	\$55,000,000	19%	\$8,800,000	\$52,000,000	13%	\$5,800,000	\$51,000,000	10%	\$4,800,000	\$50,000,000	8%
b. OP PFS Revenue	\$17,600,000	\$20,000,000	14%	\$2,400,000	\$18,000,000	2%	\$400,000	\$17,000,000	-3%	(\$600,000)	\$17,000,000	-3%
Total CAMS FY Revenue	\$63,800,000	\$75,000,000	18%	\$11,200,000	\$70,000,000	10%	\$6,200,000	\$68,000,000	7%	\$4,200,000	\$67,000,000	5%
HMS CAMS Fees (1), (7)				\$1,500,000			\$1,500,000			\$1,500,000		
Net CAMS Benefits				\$9,700,000			\$4,700,000			\$2,700,000		
Total Net CAMS Benefits												
III. RCR												
Total RCR FY Revenue												
HMS RCR Fee (2)				\$2,500,000			\$2,500,000			\$2,500,000		
Net RCR Benefits				\$325,000			\$325,000			\$325,000		
Total Net RCR Benefits				\$1,975,000			\$1,975,000			\$1,975,000		
III. Man.Care(MC) Services												
Net New # MC MA Recipe (3)		1500										
Additional MC Cap. Rev (4)		\$2,100,000		\$2,100,000	2000		\$2,800,000					
HMS MC Consult Fees (5)				\$75,000			\$105,000					
HMS MC Process Fees (6)				\$320,000			\$480,000					
Total HMS Fees				\$395,000			\$585,000					
Net MC Rev/Benefit				\$1,705,000			\$2,215,000					
Total Net MC Rev/Benefit												
Total 4-Year Benefits												

Notes:

- (1) HMS CAMS Fees: IP: 1.25%, OP: 6%, Effective Rates due to \$1.5M Cap = IP: 0.8%, OP: 4.9%. IP and OP PFS revenues decline due to managed care and decreased patient days generated.
- (2) HMS RCR Fee: IP: 17.5%, OP: 25%, Blended Rate of 21% used.
- (3) Estimated additional # of Managed Care recipients beyond those converted from MA PFS.
- (4) Additional managed care revenue calculated at \$116 per member per month.
- (5) HMS Managed Care Consulting Fee: Optional service at 0.15% of IP and OP PFS Revenue.
- (6) HMS Managed Care Processing Fee: IP: Sliding Scale Fee Structure, 70-41 man of \$40,000 per month.
- (7) SIOH HMS fee savings due to \$1.5M CAMS Cap = FY95: \$387,500, FY96: \$230,000, FY97: \$157,500, FY98: \$145,000, Total Fee Savings: \$920,000

(*) PFS and Capitated Revenue are estimates, may vary based upon:

- Hospital census statistics.
- Outpatient clinic visit volume.
- Number of Managed Care Recipients enrolled through various contracts
- PQHC Implementation.
- etc...

SFGH CAMS and RCR BENEFITS AND COSTS (FY 1992-1994)

Date: 7 October 1994

PAYER/PROGRAM	FY 91			FY 92			FY 93			FY 94		
	Pro CAMS FY 91 Revenue	Pro CAMS Variance (%)	Pro CAMS Variance (\$)	FY 92 Revenue	Pro CAMS Variance (%)	Pro CAMS Variance (\$)	FY 93 Revenue	Pro CAMS Variance (%)	Pro CAMS Variance (\$)	FY 94 Revenue	Pro CAMS Variance (%)	Pro CAMS Variance (\$)
** CAMS **												
IP Medi-Cal	\$32,555,796		\$2,172,518	\$34,728,312	7%	\$2,172,518	\$33,622,184	3%	\$1,066,388	\$28,906,862	-11%	(\$3,648,934)
OP Medi-Cal	\$5,357,160	45%	\$2,407,188	\$7,764,348			\$9,221,530	72%	\$3,884,370	\$9,336,862	74%	\$3,979,702
IP Medicare (*)	\$17,500,000	3%	\$443,788	\$17,943,788			\$21,365,469	22%	\$3,865,469	\$19,243,979	10%	\$1,743,979
OP Medicare	\$4,334,952	2%	\$96,528	\$4,431,480			\$6,300,855	45%	\$1,965,903	\$5,679,883	31%	\$1,344,731
Commercial (IP+OPX*)	\$14,500,000	2%	\$335,455	\$14,835,455			\$16,000,999	10%	\$1,500,999	\$16,831,905	18%	\$2,331,905
Total CAMS FY Revenue	\$74,247,908		\$5,455,475	\$79,703,383	7%	\$5,455,475	\$86,511,037	17%	\$12,283,129	\$79,999,291	8%	\$5,751,383
HMS CAMS Fees			\$1,500,000						\$1,500,000			\$1,500,000
Net CAMS Benefits			\$3,955,475						\$10,783,129			\$4,251,383
Total Net CAMS Benefits												\$18,969,987
** RCR **												
Total RCR FY Revenue				\$2,700,213			\$1,195,412			\$920,000		
HMS RCR Fees				\$675,053			\$283,853			\$230,000		
Net RCR Benefits				\$2,025,160			\$851,559			\$690,000		
Total Net RCR Benefits												
Total Net Benefits (CAMS + RCR)												\$3,568,719
												\$22,638,706

(*) Pro CAMS Revenue for IP Medicare and Commercial is an estimate, actual data not available from SFGH.

Notes:

- Decreased IP CAMS Revenue generated in FY 94 due to declining IP census in FY 93 and 94, not a result of CAMS processing. Census dropped in FY 93 by over 8.5%.
- Benefits achieved through staff and space savings not included.

Professional Services

Selection Committee Report

for:

RFP No. 004-94

San Francisco General Hospital
Electronic Claims Submission System

05/27/94

Date

Prepared by: Gordon Choy, Contract Officer &
Sharon Kennison, Assistant Administrator-Patient Finance
Name, Title (Signature)

I. Project Description

Provide an electronic claims submission system and retroactive claims reprocessing system at SFGH.

II. Summary of Selection Process

Key events of the selection process were:

EVENTS**DATES**

- | | |
|---|----------------|
| 1. Advertise RFP -- Notice of the RFP was advertised in the S.F. Purchasing Dept.'s <u>Bid & Contract Opportunities</u> ; <u>Sunday Examiner/Chronicle</u> ; <u>Sunday San Jose Mercury News</u> ; <u>Asian Week</u> ; <u>Sun Reporter</u> ; & <u>El Mundo</u> . Additionally, <u>notices</u> of the RFP were sent to 22 vendors and the list of 17 organizations that are involved with the City's MBE/WBE program; 25 vendors requested and received RFPs; 2 of these vendors were certified MBE/WBE vendors with offices in S.F. while 8 of these vendors had local business offices in San Francisco. | April 1, 1994 |
| 2. Bidders Conference | April 13, 1994 |
| 3. Proposals Due | May 23, 1994 |
| 4. Initial Review of Proposals | May 23, 1994 |
| 5. Technical Review of Proposals | May 26, 1994 |
| 6. Final Scoring | May 27, 1994 |
| 7. Notification to Proponents | June 3, 1994 |
| 8. Appeal Process | |
| 9. Rescoring of Proposals | |
| 10. Notification to Proponents | |

III. Selection Committee Members

- | <u>NAME</u> | <u>ETHNICITY</u> | <u>GENDER</u> |
|--------------------|-------------------------|----------------------|
| 1. Sharon Kennison | Caucasian | Female |
| 2. Gary Tyson | Caucasian | Male |
| 3. Vanda Mendoza | Filipino | Female |
| 4. Almir Gulmaraes | Hispanic | Male |

Gordon Choy was the Contract Compliance Officer monitoring the selection review process.

IV. Selection Process

On May 23, 1994, two (2) firms submitted proposals for the proposed services.

The proposals were evaluated by the selection committee in accordance with the following criteria:

Screening Criteria

- a) Completion of all the required forms-RFP form #1-7 and Budget form, when applicable.
- b) Ability to meet the minimum qualifications

Scored Criteria

No. of Points

Scope of Work to Be Provided	20
Recent Relevant Experience	20
Professional Background	15
Quality of Past Projects	25
Rate/Total Cost	20
On-site Demonstration (if required)	10

As a result of the evaluation process, the Committee ranked the two (2) proposals in order of preference as follows:

	Average Scores	MBE/WBE LBE Points	Total Score	Bid Price % of Collections
1. Health Management Systems, Inc.	76.3	0	76.3	1 - 6%
2. StellarNet	45	0	45	0.58 - 1%

The Director selected Health Management Systems, Inc. as the number one firm to perform the electronic claims submission system and retroactive claims reprocessing services.

The strengths and weaknesses of each agency were as follows:

StellarNet

Scope of the Work to Be Provided

Strengths

Some of the positive aspects of this proposal were that they did appear to know the Blue Cross and Commercial Insurers (PPO type) business well; but these types of claims do not apply to SFGH's needs.

Recent Relevant Experience

Strengths

Appears to have a good relationship with Blue Cross for Workers' Comp. claims but these types of claims do not apply to SFGH. Only Scripps Hospital was thought to be similar in size to SFGH. Not much about the other hospitals were known to the panelists and StellarNet did not offer much information about them.

Professional Background

Strengths

Some individuals appear to be well qualified based on their resumes. Experience in the health care industry were found to be diverse and acceptable.

Quality of Past Projects

Strengths

Castle Rock was thought to be qualified but their experience was not shown to be applicable to this RFP or the proposal failed to develop this experience in depth.

Rate/Total Cost

Strengths

StellarNet bid the lowest rate.

Weaknesses

Overall Impression is that StellarNet lacked a full understanding of the scope of services being solicited. The proposal lacked specific details such as timelines for implementation and a RCR type system; they presented a very general overview and only stated that they could do it but did not tell you how they would do it. They wrote more about the consulting services to convert to a managed care environment than about the ECS & RCR systems.

Weaknesses

Lacked specific details and information. Mentioned that they served 150 hospitals but did not name them and only gave bullet type responses instead of specific experience and details such as case histories or citations of achievement.

Weaknesses

Many StellarNet employees hired less than 1 year. StellarNet implied it had done work for 10 years but the most senior employee only has 5 years with the company. Some statements not consistent with resumes such as Castle Rock's employee claiming Novell LAN experience but the resume lacked the proper certification. Castle Rock's employees did, however, have longer tenure with their company.

Weaknesses

The proposal lacked specific details. It was difficult to determine if the collaboration of subcontractors being proposed by StellarNet would cause a coordination problem. It could not be determined if they had the technical ability to interface all the systems and software because of the lack of details. No past projects that were applicable to this RFP were listed.

Weaknesses

The calculation of the total amount of their contract was in error by 1% or \$26,000 (adding 4 years' costs). The bid rate could be unrealistic since they must pay for all capital costs and total bid averages 1% fees each year.

Health Management Systems, Inc.

Scope of the Work to Be Provided

Strengths

Proposal was well thought-out and was written clearly. HMS did not assume they had the contract even though they are the Incumbent contractor. Proposal was thorough and complete and covered all bases including discussions on how they would enhance the current system.

Weaknesses

Recent Relevant Experience

Strengths

List of references is extensive and covered many public hospitals. Technical ability history is portrayed well. They have a proven track record at SFGH but did not limit their details to this facility; they provided specific information about 2 other hospitals.

Weaknesses

Professional Background

Strengths

Resumes appeared to be full resumes (not abbreviated) and contained thorough, complete and relevant experience. Staff had excellent longevity with the company. Although the resumes of all of the HMS employees were not listed, SFGH knew HMS had other qualified staff working on the project at lower support levels. Staff's expertise with the HMS and RCR systems were well represented.

Weaknesses

Quality of Past Projects

Strengths

Projects discussed were relevant and successful. HMS does work well to resolve and support their product.

Weaknesses

It was recognized that HMS took credit for the successful collections at SFGH due to the CAMS and RCR systems but it was noted that the cooperation from the SMS vendor was also a contributing factor in a team effort.

Costs/Total Cost

Strengths

HMS reduced its contingency rate by 15% through the integration of the RCR system into the CAMS system.

Weaknesses

Item 8 - File 82-94-7

- Department:** Public Utilities Commission (PUC)
Water Department
- Item:** Ordinance authorizing the grant of an easement to the State of California, Department of Water Resources, over City-owned property in Alameda County.
- Description:** The San Francisco Water Department requires the capability to divert water from the State of California Department of Water Resources' South Bay Aqueduct to the City's San Antonio Reservoir located in Alameda County in order to enable the City to receive supplemental water supplies during an emergency. In 1990, the State of California designed and constructed turnout facilities which would allow the diversion of water from South Bay Aqueduct to the San Antonio Reservoir. In return, the City agreed to reimburse the State for all costs incurred by the State for the construction, maintenance and operation of the turnout facilities.
- The State has requested that the City grant an easement over City-owned property located in Alameda County in order to provide the State with access to the turnout facilities for the purpose of operation and maintenance of those facilities. The easement area, consisting of approximately 0.48 acres, is a portion of the Water Department's Alameda Creek Watershed. The easement would be conveyed at no cost to the State, as consideration for the benefits that the City has and will continue to receive from the turnout facilities. As previously noted, the costs incurred by the State to construct, maintain and operate the turnout facilities are being reimbursed by the City.
- According to the Public Utilities Commission (PUC), San Francisco will realize significant benefits as a result of the proposed easement, including the continuing operation and maintenance of the turnout facility by the State Department of Water Resources and the continuing ability to receive supplemental water supplies through the turnout facility under emergency water supply conditions.
- Recommendation:** Approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 9 - File 172-94-37

Department: Public Transportation Commission (PTC)

Item: Resolution approving a second amendment to the Advertising Transit Shelter Agreement between the City and County of San Francisco and Combined Communications Corporation to maintain the Stonestown boarding platform for Light Rail Vehicle (LRV) in exchange for advertising on the platform and to allow advertising kiosks on upper Market Street sidewalks in conjunction with transit shelters on the median boarding islands.

Description: In June of 1987, the Board of Supervisors approved an Advertising Transit Shelter Agreement between the City and Gannett Outdoor Company, Inc. of Northern California, for the period June, 1987 to May, 2002 (15 years), to provide for the placement and maintenance of commercial and noncommercial transit shelters throughout San Francisco. A commercial transit shelter (in contrast to a noncommercial transit shelter) is a shelter which displays commercial advertising for profit, whereas a noncommercial transit shelter would display such materials as public service announcements.

A first amendment to the Transit Shelter Agreement, which provided for transit shelters and accompanying advertising kiosks on lower Market Street, was previously approved by the Board of Supervisors in January of 1990. Subsequently, the Board of Supervisors approved the assignment of this agreement to Combined Communications Corporation, which become effective March 12, 1991.

The PTC advises that the proposed second amendment to the Transit Shelter Agreement would provide that Combined Communications Corporation will maintain the Stonestown boarding platform, which is currently under construction, for the remaining eight year duration of the agreement in exchange for the right to display commercial advertising on this station platform. Such advertising is permitted pursuant to Section 603 (j) of the Planning Code.

Under the proposed second amendment, Combined Communications Corporation would be permitted to display commercial advertising on the west-facing sides only of eight double sided advertising display cases at the Stonestown Station. Two of the east-facing sides of these display cases may be used by Combined Communications

BOARD OF SUPERVISORS
BUDGET ANALYST

Corporation for public service announcements. The remaining six east-facing sides of these displays must be used solely for art, designs, graphics, and similar materials selected and furnished by the City or its designee and installed by Combined Communications Corporation. The City would also, as an alternative, have access to the six east-facing sides for insertion of Muni time-sensitive information (i. e., service announcements, schedule updates).

Mr. Jim Nelson of the MUNI advises that the City will not receive any advertising revenues from the advertising displayed at the above-noted Stonestown Station, as is the case for all other advertising currently covered under the Transit Advertising Agreement. Combined Communications Corporation is responsible for installing and maintaining the kiosks and transit shelters and surrounding areas in exchange for receiving all advertising revenues. The City does, however, receive a lump sum in the amount of approximately \$200,000 from Combined Communications Corporation under the provisions of the agreement.

The maintenance services to be provided by Combined Communications Corporations at the Stonestown Station would include (1) daily trash pick-up, (2) replacement of defective lights, (3) the cleaning and washing of each transit shelter and (4) the removal of all graffiti, stickers, posters, litter, dust, dirt, and weeds from each transit shelter, and from a five-foot radius surrounding the shelters.

Additionally, the proposed amendment would permit the installation of six advertising kiosks on the sidewalk on upper Market Street located from Gough to Castro Streets in conjunction with each of the six transit shelters which would be located on median boarding islands serving the Muni LRV F-Line. According to Mr. Nelson, the proposed advertising Kiosks on the sidewalk would replace advertising that is currently on transit shelters on the sidewalk. As such no additional advertising is involved in connection with the proposed kiosks. The transit shelters, which are currently on the sidewalk, would be replaced by the proposed transit shelters on the median boarding islands.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 10 - File 97-94-64

Department: Department of Public Works (DPW)

Item: Ordinance amending Section 6.19 of the Administrative Code, relating to alterations or erasures on bids for public works or improvements, and to place a limit on the time in which a bidder may submit a bid protest.

Description: Section 6.19 of the Administrative Code currently contains the procedures for submitting a bid to a City department for the construction, reconstruction or repair of public buildings, streets, utilities or other public works or improvements.

Section 6.19 currently provides that any bids containing alterations or erasures will be rejected. The proposed ordinance would delete this provision in order to allow a bidder to make last-minute alterations, prior to submitting the bid to the City, without having to revise the entire bid. According to Mr. Anthony Flores of the City Attorney's Office, this amendment could result in potential savings to the City by allowing the City to accept low bids that otherwise would have been non-responsive because they contained alterations or erasures.

In addition, the proposed ordinance would amend Section 6.19 by adding the following provision:

Any bidder protesting the validity of another bid shall file such protest with the department awarding the contract within ten working days of the date of submission of bids. Such protest shall include a full and complete written statement specifying in detail the grounds for the protest and the facts in support thereof.

The City Attorney's Office advises that presently there is no limit on filing a bid protest, as long as the protest is submitted before the contract is awarded. Each bid protest must be examined by the City Attorney's Office prior to the awarding of the contract in order to determine whether it is valid, thereby resulting in project delays that may last for months. According to Mr. Flores, the proposed amendment to limit the time in which a bidder may submit a bid protest would save the City money by avoiding extended contractor's overhead, by avoiding a potential bid price escalation that results from lengthy delays, and by reducing the City's administrative costs. The City Attorney's Office advises that

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
October 18, 1994 Government Efficiency and Labor Committee Meeting

the amount of such savings cannot be determined at this time.

According to Mr. Flores, the proposed ordinance should be able to be enforced with existing staff.

Comment: According to Mr. Flores, the City Attorney's Office plans to submit an Amendment of the Whole at the October 18, 1994 Government Efficiency and Labor Committee Meeting to provide clearer language, thereby making the proposed legislation easier for the City to enforce.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 11 - File 64-94-18

Department: Real Estate Department
Public Transportation Commission

Item: Resolution authorizing execution of a lease extension of real property at 100 McAllister Street for the Public Transportation Commission.

Location: 100 McAllister Street, Rooms 404, 405, 406, 407, 408

Purpose of Lease: Office space for the Office of Safety and Health of the Public Transportation Commission.

Lessor: University of California, Hastings College of the Law

No. of Sq. Ft. and Cost/Month: 1,562 square feet at \$1.10 per square foot or \$1,718 per month.

Annual Cost: \$20,616

% Decrease over 1993-94: 8.33%

Utilities and Janitor Provided by Lessor: Yes

Term of Lease: July 1, 1994 to June 30, 1995 on a month-to-month basis, not to exceed twelve months (see Comment #2).

Source of Funds: General Fund (included in the Public Transportation Commission's 1994-95 operating budget)

Comments:

1. This office space has been rented by the Public Transportation Commission's Office since 1990. The current lease for this office space expired on June 30, 1994.
2. The Real Estate Department advises that the lease has been established on a month-to-month basis because the PUC is currently considering relocating in order to consolidate its operations. The proposed month-to-month lease would allow the Department the flexibility in this regard.
3. According to Mr. Philip Aissen of the Real Estate Office the proposed rent represents the fair market value for the property. The reason that the rent has decreased is because the City was able to negotiate a lower square

BOARD OF SUPERVISORS
BUDGET ANALYST

footage value based on the current fair market rental value of the property.

4. As previously noted, the proposed lease has an effective date of July 1, 1994. As such the proposed legislation should be amended to authorize the execution of the proposed lease extension retroactively.

Recommendation: Amend the proposed resolution to authorize the execution of the proposed leased retroactively, and approve the proposed resolution as amended.

Item 12 - File 172-94-36

Department: Recreation and Park Department
Real Estate Department

Item: Resolution authorizing a lease agreement for the Recreation and Park Department for real property located on Merced Heights and contiguous to Brooks Park, identified as City and County of San Francisco Assessor's Block 7073, Lot 50; Block 7074, Lot 49; and Block 7075, Lot 56, for open space purposes; and adopting findings pursuant to City Planning Code Section 101.1.

Location: San Francisco Assessor' Block 7073, Lot 50; Block 7074, Lot 49; and Block 7075, Lot 56, located on Merced Heights and contiguous to Brooks Park.

Property Description: The three lots, which consist of 2.03 acres of vacant land, would be used for Open Space purposes to enlarge the Recreation and Park Department's existing, contiguous Brooks Park. The land is a portion of the Jose Ortega School property but is no longer needed by the San Francisco Unified School District.

Lessor: San Francisco Unified School District

Term of Lease: 99 years, to commence on the date of the City's final approval and execution of the proposed resolution.

Amount: \$250,000 - First Year
240,000 - Second Year
220,000 - Third Year
____96* - Fourth through 99th Year
\$710,096 - Total

* The annual rent after the third year would be \$1.00 per year, or a total of \$96 for the remaining 96 years of the proposed 99-year lease. This \$96 amount would be prepaid on the first day of the fourth year of the proposed lease.

Source of Funds: Open Space Acquisition and Park Renovation Fund

Comments: 1. The Recreation and Park Commission has approved this lease for Open Space purposes and the funds for the first year's rent have been previously appropriated by the Board of Supervisors in the Department's FY 1994-95 budget. The General Manager's Report of the San Francisco Park and Open Space Program for FY 1994-95, as amended, included

BOARD OF SUPERVISORS
BUDGET ANALYST

the acquisition of these three lots through a long-term lease and allocated \$250,000 towards the first year's rent for these properties.

2. The City Planning Commission, in Resolution 13677, found that the proposed lease of the three properties located at Jose Ortega School is in conformity with the Recreation and Open Space Element of the Master Plan and the Recreation and Open Space Programs document.

3. Mr. Ken Chopping of the Real Estate Department advises that the properties proposed for acquisition through the proposed long-term lease are three of six properties to be used to enlarge an existing open space site (Brooks Park). Mr. Chopping advises that the Recreation and Park Department has authorized the Real Estate Department to acquire the other three properties, which have one owner. According to Mr. Chopping, funding to purchase the remaining three properties (\$300,000) has been included in the Recreation and Park Department's FY 1994-95 budget. The acquisition of these three remaining properties must be approved by the Board of Supervisors.

4. Mr. Phil Arnold of the Recreation and Park Department advises that the proposed properties to be leased by the City, along with the other three contiguous properties that will eventually be purchased, would be acquired for the purpose of maintaining their natural, undeveloped state and that only minimal maintenance (e.g. removing weeds) would be required. Such maintenance would, according to Mr. Arnold, be absorbed in the Recreation and Park Department's on-going Open Space maintenance budget.

5. Attached is an analysis provided by the Real Estate Department which determined the fair market value of the three properties to be \$710,000, to be paid over the first three years of the proposed lease.

Recommendation: Approval of the proposed long-term lease for an Open Space Acquisition is a policy matter for the Board of Supervisors.

City and County of San Francisco

Real Estate Department

Office of the
Director of Property

MEMORANDUM

October 13, 1994

TO: Karen Kegg
Budget AnalystFROM: Ken Chopping
Real Property Officer 

SUBJECT: Ortega School Land Lease-Brooks Park Expansion

Real Estate made a fair market value appraisal of the three school district lots, proposed as an expansion for Brooks Park, and determined that \$710,000 was a current fair market value. The method used in the appraisal was a determination of the highest and best use--for development of 26 residential lots, with sales values of \$95,000 to \$130,000. The total sales value was estimated to be approx. \$2,900,000 after full development. These values were for lots were derived from review and analysis of recent market sales of comparable RH-1 lots in the Merced Hts area. From the total market value, the costs of site and utility development were deducted, along with other normal developer costs, to arrive at a present value to a developer for the land in its present condition. The site and utility costs are estimated by DPW Bureau of Engineering, at \$1,613,250. The SFUSD also hired an outside independent appraiser to verify land value. That appraiser used the DPW land development cost, and concurred with Real Estate's market values for the 26 residential lots that could be developed. The value of \$710,000 was mutually acceptable and agreed upon by both parties.

Item 13 - File 25-94-27

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of August 2, 1994.

Department: Sheriff

Item: Resolution approving the Controller's certification that County Jail Food Service Management Operations for the City and County of San Francisco can continue to be performed by a private contractor at a lower cost for the year commencing July 1, 1994 than if the work was performed by City and County employees.

Services to be Performed: County Jail Food Service Management Operations

Description: The Controller has determined that contracting for these food services in Fiscal Year 1994-95 would result in estimated savings as follows:

	Lowest Salary Step	Highest Salary Step
<u>City Operated Service Costs</u>		
Salaries	\$861,238	\$1,018,401
Fringe Benefits	<u>150,768</u>	<u>171,545</u>
Total	\$1,012,006	\$1,189,946
<u>Contracted Service Cost</u>	<u>816,472</u>	<u>816,472</u>
Estimated Savings	\$195,534	\$373,474

- Comments:**
1. Management of the jail's food services was first certified as required by Charter Section 8.300-1 in Fiscal Year 1980-81 and has been continuously provided by an outside contractor since then.
 2. The prior one-year contract with Szabo Food Service expired on June 30, 1994. The Sheriff awarded a month-to-month contract to Szabo from July, 1994. According to Sgt. Richard Ridgeway of the Sheriff's Department, the Department has renewed the contract with Szabo Food Service on a month-to-month basis until November 1, 1994.
 3. Sgt. Ridgeway reports that on November 1, 1994, the Sheriff's Department plans to expand the current contract to

include food services for the Sheriff's new jail facility at 850 Bryant Street and food services that are currently provided in-house by seven as-needed temporary employees. The Fiscal Year 1994-95 budget included the elimination of all jail food services positions effective November 1, 1994. Sgt. Ridgeway reports that the contractor will be required to give first interview preference to the current seven as-needed temporary employees that will be terminated on November 1, 1994. However there is no assurance that the contractor will hire these employees. Sgt. Ridgeway states that the contractor for this expanded contract will be selected through a competitive bidding process before November 1, 1994.

4. The Contracted Service Cost used for this analysis is based on the initial bids received by the Sheriff's Department for the food services.

5. The Budget Analyst evaluated and recommended contracting out food services for the County jails in the Zero-Based Budget Project and also reported on these services during the review of the Sheriff's proposed FY 1994-95 budget.

6. The Sheriff's Department reports that Szabo Food Services provides health care coverage to their employees.

7. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of the month-to-month contractor, Szabo Food Service, is attached. According to Sgt. Ridgeway, the Sheriff's Department has contacted the Human Rights Commission to obtain a waiver for the MBE/WBE status of the current contractor because the selected highly-specialized contractor is not a MBE/WBE firm. Sgt. Ridgeway reports that when the food services were first contracted out in 1980, there were no qualified MBE/WBE firms to perform the services.

8. It should be noted that the Sheriff's Department had previously reported that six permanent positions would have to be terminated on November 1, 1994, when the expanded food service contract commences. Sgt. Ridgeway now reports that five of these six permanent employees have been hired by other City departments. The sixth employee, who according to Sgt. Ridgeway was a temporary employee occupying a permanent position, was laid off. Sgt. Ridgeway advises that this employee is also entitled to first interview preference with the new contractor.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

CHARTER 8,300-1 (PROPOSITION J) QUESTIONNAIRE

DEPARTMENT:	SHERIFF	.
CONTRACT SERVICES	FOOD SERVICE	.
TIME PERIOD:	JULY 1, 1994 - JUNE 30, 1995	.

- 1) Who performed services prior to contracting out?
Food service was provided by the county cooks and chefs under the direction of a Food Administrator.
- 2) Number of city employees "laid off" as a result of contracting.
Five chefs and one cook were removed from the budget by the Mayor's office. Effective July 1, 1994. These positions are currently funded through temporary salaries until November 1, 1994.
- 3) Explain the disposition of employees if they were "laid off". No one "laid off" yet. These employees will be offered first refusal of their current position by the new contractor.
- 4) What percent of City employee's time is spent on services to be contracted out?
100% of five chefs and one cook.
- 5) How long have services been contracted out? Since 1980.
- 6) What was the first fiscal year for a Proposition J Certification?
Since 1980-81.
- 7) How will contract services meet the goals of your MBE/WBE Action plan?
A waiver is in effect for this service. It is a highly specialized and competitively bid contract.

SERGEANT RICHARD RIDGEWAY
Department Representative

RICHARD RIDGEWAY, SERGEANT-FINANCIAL SERVICES MANAGER

(415) 554-7225

Item 14 - File 97-94-65

Department: Department of Social Services

Item: Ordinance amending Administrative Code Section 16.6-11 to provide for the Department of Social Services to have a membership in the San Francisco Chamber of Commerce.

Description: The Department of Social Services (DSS) is requesting to amend Administrative Code Section 16.1-11 to add the San Francisco Chamber of Commerce to the list of allowable organizations it can join.

According to Patrick Duterte of the Department of Social Services(DSS), one function of DSS is to provide jobs for the unemployed. Mr. Duterte states that by joining the Chamber of Commerce, the DSS will be able to establish closer ties with the business community to assist in providing such employment.

Under Administrative Code Section 16.1-11, the DSS is allowed to have membership in the following organizations, (1) American Public Welfare Association, (2) California Conference of Social Welfare, (3) National Conference of Social Work, (4) County Welfare Directors Association of California.

Membership Dues: \$800 per year

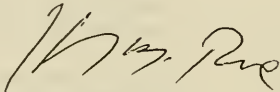
Comments:

1. The DSS advises that the annual membership dues of \$800 will be paid for by existing budgeted funds in the Department's 1994-95 budget.
2. Of the four organizations listed above, DSS has a membership in only one organization, the County Welfare Directors Association of California, at an annual cost of \$12,687. This amount is included in the FY 1994-95 budget as approved by the Board of Supervisors.
3. According to Wendy Yu, Administrative Assistant in the Chamber of Commerce, who is responsible for new memberships, no San Francisco City and County Department is currently a member of the San Francisco Chamber of Commerce.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
October 18, 1994 Government Efficiency and Labor Committee Meeting

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

90.31
1/1/94

CALENDAR

GOVERNMENT EFFICIENCY & LABOR COMMITTEE

BOARD OF SUPERVISORS

CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

DOCUMENTS DEPT.

OCT 31 1994

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TUESDAY, NOVEMBER 1, 1994-1:00 PM

City Hall, Second Floor, Room 228

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

* * * * *

Disability Access

The Board of Supervisors Committee Meeting Room (228) and the Legislative Chamber of the Board are on the second floor of City Hall.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 235 staff.

The following services are available on request 72 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item:

- a. File 94-94-4. [Federal Grant Funds, Lake Merced] Resolution authorizing General Manager of the Public Utilities Commission to apply for, accept and expend a grant of \$100,000 from the U.S. Environmental Protection Agency and administered by the State Water Resources Control Board for a diagnostic-feasibility study of Lake Merced. (Supervisor Conroy)

ACTION:

- b. File 146-94-30. [Federal Grant, Chlamydia Diagnostic Services] Resolution authorizing Department of Public Health, Community Public Health Services, to apply for retroactively, accept and expend a grant of \$1,646,513, with indirect costs of \$25,314, based on 22.2% of salaries from Centers for Disease Control for specialized Chlamydia diagnostic services and research and surveillance activities; providing for ratification of action previously taken. (Department of Public Health)

ACTION:

- c. File 147-94-5.1. [State Grant, Chronic/Terminal Illness] Resolution authorizing Public Library to accept and expend \$116,860 in grant funds awarded by the California State Library from Title I of the (Federal) Library Services and Construction Act for providing volunteer-based library services for homebound chronically and terminally ill San Franciscans for FY 1994-95; indirect costs are included in these funds; see File 147-94-5. (Public Library)

ACTION:

- d. File 147-94-6. [Major Urban Libraries Grant] Resolution authorizing Public Library to apply for, accept and expend funds not to exceed \$64,021 available through the California State Library from Title 1 of the Library Services and Construction Act for Major Urban Resource Libraries for FY 1994/95; waiving indirect costs. (Public Library)

ACTION:

- e. File 147-94-7. [Federal Grant, Online Access Braille] Resolution authorizing Public Library to accept and expend \$16,617 in grant funds awarded by the California State Library from the Library Services and Construction Act to enhance the library blind and print handicapped by adding Braille capabilities; waiving indirect costs. (Public Library)

ACTION:

- f. File 148-94-2.2. [State Funds for Roadway Improvements] Resolution authorizing Director of Public Works to expend up to \$1,267,425 from the State of California for roadway work on City streets in accordance with the State-Local Transportation Partnership Program (4th Cycle) foregoing reimbursement of indirect costs; see Files 148-94-2 and 148-94-2.1. (Department of Public Works)

ACTION:

- g. File 150-94-3. [India Basin Restoration Project, Site 2] Resolution authorizing Recreation and Park Department to apply for grant of \$220,000 which includes \$14,000 in indirect costs, from the Habitat Conservation Fund Program, for India Basin Wetlands Restoration Project, Site 2; see Files 150-91-3, 150-91-3.1 & 150-91-3.2. (Recreation and Park Department)

ACTION:

- h. File 153-94-1. [Federal Grant/Food Stamp Enrollment Assistance] Resolution authorizing Department of Social Services to apply for, accept and expend retroactively, a grant of \$79,193 with indirect costs of \$13,199 from the U.S. Department of Agriculture, Food & Nutrition Service, from 9/30/94 - 9/30/95, to provide a client enrollment assistance demonstration project to help low income families with children and recently legalized immigrants apply for food stamps. (Department of Social Services)

ACTION:

REGULAR CALENDAR

2. File 97-94-66. [Lobbyist Reporting Requirements] Ordinance amending Administrative Code Sections 16.526 and 16.532 relating to the reporting requirements of lobbyists, and providing for an effective date of January 1, 1995. (Supervisors Hallinan, Alioto)
(Consideration continued from 11/1/94)

ACTION:

3. File 12-94-34. [Campaign Contributions] Resolution urging the City's State Legislative Delegation to introduce and support legislation limiting the amount a campaign committee which is controlled by a state officeholder or candidate can accept to \$500 per individual contributor. (Supervisors Hsieh, Alioto)

ACTION:

4. File 169-94-3. [Street Artist Spaces, Holiday Season] Resolution designating temporary downtown area selling spaces for street artists certified by the Art Commission for the Christmas Season, 1994, beginning on 11/15/94 and ending on 1/15/95. (Supervisors Hallinan, Alioto)

ACTION:

5. File 97-94-59. [Assessment Appeals Board Assignments] Ordinance amending Administrative Code Sections 2B.10, 2B.11 and 2B.13 to correct a typographical error and to provide that a refund of the hearing fee will be given only if the Assessment Appeals Board reduces the value of the property to the applicant's opinion of value as stated in their original application and only if the applicant applies to the Board for a refund within 30 days following the Board's decision; to provide that a single findings of fact fee shall be due for a single appraisal unit; and to allow Assessment Appeals Board No. 1 to hear appeals of all types, to allow Assessment Appeals Board No. 2 to hear appeals involving property on the unsecured roll assessed at \$75,000 or less, and to allow members of one assessment appeals board to serve on the other board in conformance with state law. (Supervisor Kaufman)
(Consideration continued from 10/18/94)

ACTION:

6. File 211-94-4. [Community Schools] Resolution supporting the establishment of community or "beacon" schools in San Francisco and urging participation of the Mayor's Office and citywide departments in coordinated efforts to implement San Francisco community schools. (Supervisors Migden, Hallinan, Kaufman, Leal, Bierman)

ACTION:

7. File 93-94-27. [MOU, Teamsters Local 856, Animal Keepers] Resolution ratifying amendment to Memorandum of Understanding between the City and County of San Francisco and the Professional and Vocational Employees Division of Teamsters, Local 856. (Department of Human Resources)
(Rereferred from Board 10/17/94)

ACTION:

8. File 172-94-37. [Contract Amendment, Advertising Transit Shelter] Resolution approving Second Amendment to Advertising Transit Shelter Agreement between City and County of San Francisco and Combined Communications Corporation to maintain Stonestown boarding platform in exchange for advertising on platform and to allow advertising kiosks on upper Market Street in conjunction with shelters on median boarding islands; see Files 176-87-2, 97-89-51, 7-89-7, & 7-90-13. (Public Utilities Commission)
(Consideration continued to 11/1/94)

ACTION:

9. File 64-94-19. [Lease of Property, 621 Mission/109 New Montgomery] Resolution authorizing lease of real property at 621 Mission Street/109 New Montgomery Street for the District Attorney Family Support Bureau. (Real Estate Department)

ACTION:

10. File 64-94-20. [Lease of Property, 44 Gough Street] Resolution authorizing execution of a lease of real property at 44 Gough Street for the Department of Human Resources. (Real Estate Department)

ACTION:

LITIGATION

The Government Efficiency & Labor Committee of the Board of Supervisors may move to meet in closed session under provisions of Government Code Section 54956.9(a) to discuss proposed settlements of lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of proposed settlements would prejudice the position of the City in these lawsuits.

11. File 45-94-58. [Settlement of Litigation, Martinez vs. CCSF] Ordinance authorizing settlement of litigation entitled "Martinez vs. City and County of San Francisco, et al.", by payment of \$38,500. (Northern District Case No. 92-04638-WHO) (City Attorney)

ACTION:

12. File 45-94-59. [Settlement of Litigation, Gatti v. CCSF] Ordinance authorizing settlement of litigation of Gatti against the City and County of San Francisco by payment of \$24,000. (Superior Court No. 947-287) (City Attorney)

ACTION:

13. File 45-94-60. [Settlement of Litigation, Parrish v. CCSF] Ordinance authorizing settlement of litigation entitled "Parrish v. City and County of San Francisco" by payment of \$55,000. (Superior Court No. 946-090) (City Attorney)

ACTION:

14. File 45-94-61. [Settlement of Litigation, Brenda Conway] Ordinance authorizing settlement of litigation of Brenda Conway against the City and County of San Francisco by payment of \$75,000. (Superior Court No. 952-399) (City Attorney)

ACTION:

15. File 48-94-22. [Settlement of Claim, Jay C. Hartlove] Resolution approving the settlement of the unlitigated claim of Jay C. Hartlove by payment of \$24,000. (City Attorney)

ACTION:

16. File 48-94-23. [Settlement of Claim, Home Federal Savings] Resolution approving the settlement of the unlitigated claim of Home Federal Savings by payment of \$357,382.91. (City Attorney)

ACTION:

17. File 48-94-24. [Settlement of Claim, Ramon & Clemencia Tarifa] Resolution approving the settlement of the unlitigated claim of Ramon and Clemencia Tarifa by payment of \$12,000. (City Attorney)

ACTION:

18. File 48-94-25. [Settlement of Claim, Christine Devincenzi] Resolution approving the settlement of the unlitigated claim of Christine Devincenzi by payment of \$9,300. (City Attorney)

ACTION:

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

31
94
CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

October 28, 1994

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst
SUBJECT: November 1, 1994 Government Efficiency and Labor Committee Meeting

DOCUMENTS
OCT 31 1994
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Item 1a - File 94-94-4

Department: Water Department

Item: Resolution authorizing the General Manager of the Public Utilities Commission to apply for, accept and expend a grant of \$100,000 from the U.S. Environmental Protection Agency and administered by the State Water Resources Control Board for a diagnostic-feasibility study of Lake Merced.

Grant Amount: \$100,000

Grant Period: 1995 through 1998, three years from date of award

Source of Funds: U.S. Environmental Protection Agency (EPA), funds administered by State Water Resources Control Board

Project: Lake Merced Water Management Program, diagnostic-feasibility study

Description: The proposed resolution would authorize the General Manager of the Public Utilities Commission (PUC) to apply for, accept, and expend a grant of \$100,000 for the Water Department to conduct certain studies of Lake Merced as part of the process of developing a management plan for the Lake. Funding is available from the Federal EPA under the Federal Clean Water Act, which provides grants to projects

dealing with publicly-owned lakes. The grant funding is administered by the State Water Resources Control Board and requires a 30 percent local match. To be eligible for the grant program, the lakes must be prioritized by the State for remediation and be on the State's list of impacted water bodies as provided in Section 314 of the State Clean Water Act.

The water level in Lake Merced has dropped dramatically since 1985 due to the combined effects of drought and overdrawing of water from the Westside Aquifer of which it is a part. The Westside Aquifer is a body of water, most of it underground, that stretches from Golden Gate Park to near San Francisco International Airport, supplying four cities and many other users in the region with water. The Water Department has been developing a plan to protect the lake for the City's uses as an emergency water supply, recreation area and habitat area. In 1992, the Water Department completed a planning study which examined the impact that the declining water level has on water quality, habitat, and on the various uses of the lake. This subject grant would fund the next phase of work, which consists of; a) studies to determine the dynamics of the Westside Aquifer and how they affect Lake Merced and, b) development of alternatives to protect the Lake. A future phase of work will involve the engineering, design and construction of any facilities which are found to be necessary for the effective management of Lake Merced. Funding for this future phase is also available under the Federal Clean Water Act, and the Water Department plans to apply for such funding after the diagnostic studies are completed.

The Water Department is also working with the jurisdictions that share the Westside Aquifer to determine what actions should be taken jointly and regionally to manage the aquifer. These jurisdictions are the cities of Daly City and San Bruno, and the California Water Service Company (supplying South San Francisco). The studies proposed under this subject grant would also be used by the other jurisdictions for the purpose of regional water management. In addition, the studies proposed under this grant would be incorporated into San Francisco's overall Groundwater Master Plan.

The grant budget includes consultant fees and the costs for one of the two public meetings required under the guidelines for this grant program. City staff costs, overhead costs, and costs related to the other required

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

public meeting would be proposed as part of the Water Department's annual budget in Fiscal Year 1995-96. Allocating these costs to the Water Department's budget allows the Department to waive overhead costs associated with this project and keep the grant application amount within the \$100,000 limit set by the grantors.

Budget:	Feasibility Study	\$38,350
	Supplemental Studies	40,175
	Conceptual Design	25,850
	Reporting	9,425
	Public Participation	12,740
	Project Management	15,860
	Quality Assurance Plan	<u>2,600</u>
	TOTAL	\$145,000

Indirect Costs: Indirect costs have been waived by the Water Department in order to keep the grant budget within the \$100,000 limit set by the grantor and make the full grant amount available for the studies proposed.

Required Match: If this grant is awarded to the City, the Department proposes to allocate funds for the required match in the amount of \$45,000 (approximately 31 percent of the total project cost of \$145,000) as part of the Water Department's FY 1995-96 budget proposal.

Comments:

1. Ms. Christine Morioka of the PUC advises that this grant proposal for Lake Merced is being considered by the State Water Resources Control Board in conjunction with a number of other grant projects Statewide that may be assigned higher priorities under the grant program. Because the EPA's resources under this program are limited, it is not known if the Lake Merced proposal will be funded.

2. Ms. Morioka further advises that the studies under this proposal would be done by private consultants under contracts with the Water Department. The contracts have not been awarded as of the writing of this report. The Budget Analyst recommends that until the Department is notified regarding availability of the grant funds, the PUC only be granted authorization to apply for the funds.

3. As noted above, the Water Department has made a decision to waive indirect costs in order to keep the grant proposal within the \$100,000 limit and make the full grant

amount available for the proposed studies. This waiver should be noted in the proposed resolution.

4. The Water Department has already submitted this proposal to meet the State deadline of September 6, 1994. Therefore, the proposed resolution should be amended to make the authorization retroactive to that date.

Recommendations:

1. Amend the proposed resolution to authorize the Department to apply for the grant funds only, deleting the authorization to accept and expend funds.
2. Amend the proposed resolution to show that indirect costs have been waived. Approval of the waiver of indirect costs is a policy matter for the Board of Supervisors.
3. Amend the proposed resolution to provide for retroactive authorization to apply for the grant funds.
4. Approve the proposed resolution, as amended.

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

Item 1b - File 146-94-30

Department: Department of Public Health (DPH)
Community Public Health Services

Item: Resolution authorizing the Department of Public Health (DPH), Community Public Health Services, to apply for retroactively, accept and expend a grant of \$1,646,513, which includes indirect costs in the amount of \$25,314, based on 22.2 percent of salaries, from the Centers for Disease Control, for specialized Chlamydia diagnostic services and research and surveillance activities; and providing for ratification of action previously taken.

Grant Amount: \$1,646,513

Grant Period: September 30, 1994 through September 29, 1998 (Four years)

Source of Funds: Federal Centers for Disease Control (CDC)

Project: Specialized Chlamydia diagnostic services and research and surveillance activities

Description: The Sexually Transmitted Disease (STD) Control Division of the Department of Public Health (DPH), is planning to participate in a four-year study to (1) evaluate the effectiveness of non-invasive chlamydia diagnostic tests; (2) identify risk factors associated with recurrent chlamydia infection in women; and (3) monitor infertility health-related measures through expanded STD surveillance. The target population is sexually active women of child-bearing age and their male sexual partners. The objectives of the study are to reduce chlamydia infection and its consequences in young women, to evaluate the use and efficacy of non-invasive chlamydia diagnostic tests, and to develop behavioral interventions to reduce recurrent chlamydia infections.

Budget: STDS and Infertility Project

	Year One (9/30/94 - 9/29/95)	Year Two (9/30/95 - 9/29/96)	Year Three (9/30/96 - 9/29/97)	Year Four (9/30/97 - 9/29/98)	Total
<u>DPH Personnel</u>					
1807 Data Entry Clerk This position would be funded at 0.50 FTE for the first year (\$2,494 monthly x 12 months x 0.50 FTE = \$14,964) and at 1.0 FTE for the following three years (\$2,494 monthly x 12 months), plus a 5% annual cost-of-living adjustment (COLA).	\$14,964	\$31,423	\$32,994	\$34,644	\$114,025
Fringe Benefits (20.0% of salaries)	<u>2,993</u>	<u>6,285</u>	<u>6,599</u>	<u>6,929</u>	<u>22,806</u>
Subtotal - DPH Personnel	\$17,957	\$37,708	\$39,593	\$41,573	\$136,831
<u>DPH Supplies</u>					
Office Supplies	\$500	\$1,000	\$1,000	\$1,000	\$3,500
Laboratory Supplies Funds for urine cups, blood drawing supplies and lab slips.	500	500	500	500	2,000
Computer Supplies Funds for computer paper, cables, floppy disks, ribbons and software.	<u>500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>5,000</u>
Subtotal - DPH Supplies	\$1,500	\$3,000	\$3,000	\$3,000	\$10,500
<u>DPH Travel</u>					
Funds for two trips by the Director of STD Control and an assistant to Atlanta. Expenses for each trip are estimated at \$125 per day for four days, round-trip airfare of \$450, plus \$50 per person for incidentals, for a total of \$1,500 per trip (\$125 x 4 days = \$500 for expenses + \$900 airfare + \$100 in incidentals= \$1,500 x 2 trips = \$3,000).	3,000	3,000	3,000	3,000	12,000
<u>DPH Equipment</u>					
One Desk Top Personal Computer	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,000</u>
Total - DPH Direct Costs	\$25,457	\$43,708	\$45,593	\$47,573	\$162,331

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

	Year One (9/30/94 - <u>9/29/95</u>)	Year Two (9/30/95 - <u>9/29/96</u>)	Year Three (9/30/96 - <u>9/29/97</u>)	Year Four (9/30/97 - <u>(9/29/98)</u>	Total
<u>Contractual Services</u>					
Contract with UCSF Chlamydia Laboratory					
UCSF Personnel					
0.50 FTE Project Coordinator \$4,430.5 monthly x 12 months x 0.50 FTE = \$26,583 for first year, plus 5% annual COLA thereafter.	\$26,583	\$27,865	\$29,258	\$30,721	\$114,427
1.0 FTE Research Coordinator \$3,250 monthly x 12 months = \$39,000 for first year, plus 5% annual COLA thereafter.	39,000	40,950	42,998	45,148	168,096
2.0 FTE Research Assistants One 0.50 FTE position would be funded during the first year, (\$2,361 monthly x 12 months x 0.50 FTE = \$14,166), and 2.0 FTEs would be funded after first year (\$2,361 monthly x 12 months x 2.0 FTE), plus 5% annual COLA.	14,166	59,497	62,472	65,596	201,731
1.00 FTE Data Manager Funded at 0.40 FTE for first year (\$1,827 monthly x 12 months x 0.40 FTE = \$8,770) and at 1.0 FTE thereafter (\$1,827 monthly x 12 months), plus 5% annual COLA .	8,770	23,020	24,171	25,380	81,341
0.10 FTE Medical Liaison \$833.33 monthly x 12 months = \$10,000	10,000	10,000	10,000	10,000	40,000
1.0 FTE Lab Technician \$2,733 monthly x 12 months = \$32,792 for first year, plus 5% annual COLA thereafter.	32,792	34,432	36,154	37,962	141,340
1.0 FTE Secretary \$2,696 monthly x 12 months = \$32,352 for first year, plus 5% annual COLA thereafter.	<u>32,352</u>	<u>33,970</u>	<u>35,668</u>	<u>37,451</u>	<u>139,441</u>
Subtotal - Salaries	\$163,663	\$229,734	\$240,721	\$252,258	\$886,376
Fringe Benefits (26.0% of salaries)	<u>42,552</u>	<u>59,731</u>	<u>62,587</u>	<u>65,587</u>	<u>230,457</u>
Subtotal - UCSF Personnel	\$206,215	\$289,465	\$303,308	\$317,845	\$1,116,833

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

	Year One (9/30/94 - 9/29/95)	Year Two (9/30/95 - 9/29/96)	Year Three (9/30/96 - 9/29/97)	Year Four (9/30/97 - 9/29/98)	Total
UCSF Travel					
Local Mileage and Parking Expenses					
Estimated @ \$0.28 per mile x 600 miles = \$168, plus estimated parking expenses of \$132 in first year (total of \$300), and \$0.28 per mile x 1,600 miles = \$448, plus estimated parking expenses of \$352 after first year (total of \$800).					
	\$300	\$800	\$800	\$800	\$2,700
Out-of-State Travel					
Two trips to Atlanta by two UCSF personnel. Expenses for each trip are estimated at \$125 per day for four days, round-trip airfare of \$450, plus \$50 per person for incidentals, for a total of \$1,500 per trip (\$125 x 4 days = \$500 for expenses + \$900 airfare + \$100 in incidentals = \$1,500 x 2 trips = \$3,000).					
	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>12,000</u>
Subtotal - UCSF Travel	\$3,300	\$3,800	\$3,800	\$3,800	\$14,700
UCSF Supplies					
Office Supplies	<u>1,000</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>2,500</u>
Total - Direct Costs - UCSF	\$210,515	\$293,765	\$307,608	\$322,145	\$1,134,033
Administrative Overhead - UCSF					
15% of Direct Costs	<u>31,577</u>	<u>44,065</u>	<u>46,141</u>	<u>48,322</u>	<u>170,105</u>
Total - UCSF	\$242,092	\$337,830	\$353,749	\$370,467	\$1,304,138
<u>Operating Expenses</u>					
Reproduction					
7,000 copies @ \$0.05 per copy	\$350	\$350	\$350	\$350	\$1,400
Postage					
	150	150	150	150	600
Telephone					
Five phone lines @ \$50 per month x 12 months = \$3,000	3,000	3,000	3,000	3,000	12,000

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

	Year One (9/30/94 - 9/29/95)	Year Two (9/30/95 - 9/29/96)	Year Three (9/30/96 - 9/29/97)	Year Four (9/30/97 - 9/29/98)	Total
Rental Space					
770 sq. ft. @ \$1.19/sq. ft./mo. x 12 months = \$10,979 in first year					
770 sq. ft. @ \$1.68/sq. ft./mo. x 12 months = \$15,528 in 2nd year, plus 5% annual COLA thereafter.	\$10,979	\$15,528	\$16,304	\$17,119	\$59,930
Non-Cash Incentives for Participants					
Includes tax vouchers and bus tokens for study participants	500	500	500	500	2,000
Case Control Study Reimbursement					
\$40 paid to each participant to fill out STD Exam/Questionnaire; 100 participants in first year and 165 participants/yr. thereafter	4,000	6,600	6,600	6,600	23,800
UCSF Chlamydia Lab Tests					
Year 1: Tissue Cultures (\$5 x 2,000 tests)					
Years 2 -4: Urine Testing (\$5 x 2,000 tests = \$10,000) and Genotyping (\$100 x 50 tests = \$5,000)	10,000	15,000	15,000	15,000	55,000
Subtotal - Operating Expenses	\$28,979	\$41,128	\$41,904	\$42,719	\$154,730
TOTAL - DIRECT COSTS	\$296,528	\$422,666	\$441,246	\$460,759	\$1,621,199
Indirect Costs					
22.2 percent of DPH Salaries	3,322	6,976	7,325	7,691	25,314
TOTAL BUDGET	\$299,850	\$429,642	\$448,571	\$468,450	\$1,646,513

Required Match: None

Indirect Costs: The proposed grant provides for indirect costs of 22.2 percent of DPH salaries (\$114,025), or \$25,314.

Comments: 1. According to Ms. Wendy Wolf of DPH, DPH has submitted an application for a sole source contract to the Health Commission because the grantor requires DPH to contract with a research organization, and UCSF is the only local organization with the equipment to perform the laboratory tests and the expertise to conduct the Chlamydia study.

2. DPH advises that it submitted the application for the proposed grant to meet the application deadline of August 12,

BOARD OF SUPERVISORS
BUDGET ANALYST

1994. Therefore, the proposed resolution includes a provision to apply for the grant retroactively.

3. Because the Chlamydia study started on September 30, 1994, expenditures have been incurred against the proposed grant. As such, the proposed resolution would also provide for ratification of action previously taken with respect to the request to expend.

4. According to Ms. Wolf, the purchase of computer equipment for which funding is provided in the proposed grant budget has been approved by EIPSC.

5. Attached is the Summary of Grant Request, as provided by DPH.

6. The Disability Access Checklist is in the Clerk of the Board's file.

Recommendation: Approve the proposed resolution.

Grantor: Centers for Disease Control
 Contact Person: Linda Long
 Address: 255 East Paces Ferry Rd. N.E.
Atlanta, Ga. 30305
 Amount Requested: \$ 1,646,513
 Term: From 9/30/94 To 9/29/98

Division: CI /BEDC
 Section: STD Prevention and Control
 Contact Person: Wendy Wolf
 Telephone: 487-5501
 Application Deadline: 8/12/94
 Notification Expected: 9/23/94

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (Circle or (augmentation to a) grant in the amount of \$1,646,513 from the period of Underline) September 30, 1994 to September 29, 1998 to provide specialized diagnostic services and research and surveillance activities.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

This is a four year multi-center study. Funds are being awarded to the STD Control Division to evaluate the effectiveness of non-invasive chlamydia diagnostic tests, to identify risk factors associated with recurrent chlamydia infection in women and to monitor infertility health related measures through expanded STD surveillance. The target population is sexually active women of child bearing age and their male sexual partners who seek care at a variety of health providers in San Francisco.

III. Outcomes/Objectives:

- Reduce chlamydia infection and its sequelae in young women
- Evaluate the use and efficacy of non-invasive chlamydia diagnostic tests
- Develop behavioral interventions to reduce recurrent chlamydia infections

IV. Effects of Reduction or Termination of These Funds:

Without funding, recurrent chlamydia infections and their complications will continue to afflict young, sexually active women and we will be unable to monitor and respond to disease outbreaks or provide effective case management to high risk individuals.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Grant Amount			\$1,646,513			
Personnel			136,831			
Equipment			3,000			
* Contract Svc.			1,304,138			
Mat. & Supp.			10,500			
Facilities/Space			0			
Other			166,730			
Indirect Costs			25,314			

VI. Data Processing

(costs included above)

			3,000			
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VII. Personnel

F/T Civil Service			0			
P/T Civil Service			1			
Contractual			4.3			

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:
None

Will grant funded employees be retained after this grant terminates? If so, How?
No

*VIII. Contractual Services: Open Bid _____ Sole Source X (if sole source, attach Request for Exemption Form)

Item 1c File 147-94-5.1

Department: San Francisco Public Library

Item: Resolution authorizing the City Librarian to accept and expend \$116,860 in grant funds awarded through the California State Library from Title I of the Library Services and Construction Act (LSCA), indirect costs included.

Grant Amount: \$116,860

Grant Period: October 1, 1994 through September 30, 1995

Source of Funds: California State Library, Title I of the Federal Library Services and Construction Act.

Project: Provision of volunteer-based library services for the homebound chronically and terminally ill in San Francisco under a new "Friends for Life" Public Library program.

Description: On July 12, 1994, the Public Library received approval from the Board of Supervisors to apply for a grant from the California State Library in an amount not to exceed \$150,000 (File Number 147-94-5). The proposed resolution would authorize the City Librarian to accept and expend this grant for the purpose of providing volunteer-based library services and book delivery for homebound chronically and terminally ill residents of San Francisco. The grant would fund the salaries and benefits of two Library staff, library materials, library operations, and indirect costs equal to 5% of the budget. This would be the first year of the "Friend for Life" program's operation, which will initially target homebound patients with HIV/AIDS.

The Public Library reports that in 1993 there were 16,106 people in San Francisco that received home health and hospice care from major home care agencies, and that no program in the City currently provides library services or reading materials for these homebound patients. The proposed grant funds would assist the Public Library in meeting the needs of this community by delivering books and other library materials to the homes of these residents using volunteers to make deliveries. In its first year, the Friends for Life program will target adult homebound patients with HIV/AIDS using a network of over 600 agencies that serve these patients.

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

Budget: The \$116,860 is proposed to be allocated as follows:

Salaries

Librarian I (1 FTE)	\$44,565
Library Technician I (.5 FTE)	18,556
Fringe (@ 28%)	17,674

Library Materials

15,000

Operation

Telecom	2,000
Travel & Training	500
Supplies	5,000
Printing	<u>8,000</u>

Subtotal \$111,295

Indirect Cost @5% of direct costs 5,565

TOTAL \$116,860

Required Match: None

Indirect Costs: Five percent of the direct costs of \$111,295, or \$5,565.

Comments:

1. Ms. Marcia Schneider, Acting Chief of Branch Libraries, stated that \$116,860 in funds were granted by the LSCA but have not yet been expended. As a result, the legislation need not be amended to provide for retroactive approval.

2. Ms. Schneider stated that the Public Library plans to apply for grant funding for the Friends for Life program from the LSCA for the following year (October 1, 1995 through September 30, 1996), during which time the Public Library hopes to expand the program to include homebound patients with illnesses other than HIV/AIDS. Ms. Schneider explained that following September 30, 1996, the Volunteer Services Department of the Public Library, with the assistance of the Friends of the Library (a non-profit organization), will absorb the Friends for Life program, making additional separate funding for the Friends for Life program unnecessary.

3. The Public Library has completed as Disability Access Checklist which is in the file.

4. A summary of the grant program, as completed by the San Francisco Public Library, is attached.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

Recommendation: Approve the proposed resolution.

File Number _____

GRANT APPLICATION INFORMATION FORM

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution.

Department: Library

Contact person: Marcia Schneider Phone: 557-4355

Project title: Friends for Life

Grant source: Library Services and Construction Act, Title I

Proposed (X New / Continuation) Grant Project Summary:

This program will provide trained volunteers to deliver library materials to chronically and terminally ill patients. Volunteers will provide services to individual clients in the home and to clients residing in hospice facilities. The program will also indirectly provide services, resources and library outreach for families and companions providing care for the patients. Volunteers will be trained in home care and death sensitivity, HIV/AIDS, cancer and home care resources for referral, library resources available to clients and their caregivers, Library for the Blind services, readers advisory and read aloud skills. Resources will be created to support volunteer work: special collections of books, magazines and cassettes, annotated reading lists, guides to HIV/AIDS, cancer or home care resources, guides to the SFPL/SF AIDS Foundation information database, and other resources as needed.

The program will be implemented through collaborations with existing services for this clientele. Existing service providers will provide client referral, specialized training, volunteers and resources and referrals for the program. An advisory board including participating agencies, fundraisers, community leaders, caregivers and clients will provide the leadership and guidance for the program.

Amount of grant funding received: \$116,860

Maximum funding amount available: \$ 6 million

Required matching funds: No

Number of positions created and funded: 2

Amount to be spent on contractual services: -0-

Will contractual services be put out to bid? -0-

Term of grant: October 1, 1994 - September 30, 1995

Date Department was notified of available funds: March

Application due date: June, awarded August

Grant funding guidelines and options (from RFP, grant announcement or appropriations legislation):

Demonstration programs to provide library services for underserved populations. Only public libraries are eligible for funding.

Assessment of need for grand funding:

Rising health care and hospital costs have caused a majority of terminally ill patients to seek care and treatment at home and many die at home. In 1993, the major home care agencies reported providing services for 16,106 San Franciscans in home health care and hospice programs. HIV/AIDS is the second largest cause of death in San Francisco. Currently 7,058 San Franciscans suffer from HIV/AIDS and 12,352 San Franciscans have died of HIV/AIDS. Primary caregivers, family members or companions, rely on community agencies to support their care. In San Francisco there are many agencies who provide services and support for terminally ill patients and/or their caregivers; over (600) serve San Francisco HIV/AIDS patients and their caregivers. However, none of these programs provides library services or reading materials for these homebound terminally ill patients.

Department Head approval: Kenneth E. Dowlin

Kenneth E. Dowlin
City Librarian

Item 1d File 147-94-6

Department: San Francisco Public Library

Item: Resolution authorizing the City Librarian to apply for, accept and expend funds not to exceed \$64,021 available through the California State Library from Title I of the Federal Library Services and Construction Act for Major Urban Resource Libraries for the purpose of the purchase of library materials, waiving indirect costs.

Grant Amount: Not to exceed \$64,021

Grant Period: October 1, 1994 through September 30, 1995

Source of Funds: California State Library, Title I of the Federal Library Services and Construction Act for Major Urban Resource Libraries

Project: Purchase of books and other materials

Description: The proposed resolution would authorize the City Librarian to apply for, accept and expend Federal Library Services and Construction Act for Major Urban Resource Libraries funds to: (1) purchase books and serials in the fields of business, science and technology and (2) purchase books in the Asian languages, Russian and Spanish, and (3) send the Materials Selection Librarian to a required conference for the purpose of developing a Statewide collection development policy for Major Urban Resource Libraries expenditures.

Budget:

<u>Type of Materials</u> (By location)	<u>Expenditure</u>	<u>Format</u>	<u>Estimated No. of Items</u>
<u>Main Library</u>			
Business/Science Dept.	\$27,521	Books, Serials	965
Circulating Library	8,000	Books	666
Children's Services			
Vietnamese	2,000	Books	250
Japanese	750	Books	68
Spanish	2,000	Books	160
Chinese	3,000	Books	292

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

<u>Type of Materials</u> (By location)	<u>Expenditure</u>	<u>Format</u>	<u>Estimated</u> <u>No. of Items</u>
<u>Branch Libraries</u>			
Chinatown (Chinese)	\$9,200	Books	635
Mission (Spanish)	5,600	Books	467
Richmond (Russian Chinese)	2,400	Books	96
Western Addition (Japanese)	2,400	Books	66
Excelsior (Tagalog)	400	Books	33
Required Conference	<u>750</u>	N/A	<u>0</u>
TOTALS	\$64,021		3,698

Required Match: None

Indirect Costs: None

Comments:

1. Ms. Nancy Musser, Chief of Technical Services of the San Francisco Public Library, reports that the amount currently being requested from the Library Services and Construction Act (LSCA) Major Urban Resource Libraries allocation represents the maximum allowable to San Francisco based on the City's population.

2. Ms. Musser stated that the Public Library has received funding for the purchase of materials for business, science and technology and books in languages other than English under the Major Urban Resource Libraries allocation since 1984. The Library plans to continue to apply for these funds each year as long as they are available.

3. Ms. Musser stated that the LSCA funding requirements state that indirect costs may not be funded by the grant.

4. Although Ms. Musser advises that no funds have been expended, in order to meet the LSCA deadline of September 9, 1994, the Public Library has already applied for the grant. Therefore, the proposed resolution should be amended to authorize the Public Library to apply for the grant funds retroactively.

5. The Public Library has completed as Disability Access Checklist which is in the file.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

6. A summary of the grant program, as completed by the San Francisco Public Library, is attached.

Recommendations: 1. Amend the proposed resolution to authorize the Public Library to retroactively apply for the proposed grant funds.

2. Approve the proposed resolution as amended.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library

Contact Person: Nancy Musser , Telephone: 557-4330

Project Title: MURL (Major Urban Resource Libraries) Grant

Grant Source: LSCA Funds awarded through the State Library (Library Services and

Construction Act)
Proposed (New / Continuation) Grant Project Summary:

The Library applies for and receives MURL funds annually. They are used for the purchase of library materials:

Books in the fields of business, science and technology, materials that go out of date quickly and continue to increase in cost.

Books in Asian languages, Russian and Spanish to meet the needs of the Bay Area's growing immigrant populations.

Amount of Grant Funding Applied for: \$64,021

Maximum Funding Amount Available: \$64,021

Required Matching Funds: none

Number of Positions Created and Funded: none

Amount to be Spent on Contractual Services: none

Will Contractual Services be put out to Bid? N.A.

Grant Application Information Form
Page 2

Term of Grant: October 1, 1994-September 30 1995

Date Department Notified of Available funds: Aug. 1, 1994

Application Due Date: Sept. 9, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

The MURL funds are to be used for the development of collections of regional as well as local value.

The funds are paid to the library in a lump sum in the fall to be expended by September 30 of the following year.

Kenneth E. Dale

Department Head Approval

Item 1e File 147-94-7

Department: San Francisco Public Library

Item: Resolution authorizing the City Librarian to accept and expend funds not to exceed \$16,617 available through the California State Library from funds from Title I of the Library Services and Construction Act (LSCA), waiving indirect costs.

Grant Amount: \$16,617

Grant Period: October 1, 1994 through September 30, 1995

Source of Funds: California State Library, Title I of the Federal Library Services and Construction Act.

Project: Purchase of a Braille displayer and Braille embosser/printer for use by patrons of Library computer workstations who are legally blind or severely visually impaired.

Description: The proposed resolution would authorize the City Librarian to retroactively apply for, accept and expend California State Library grant funds for the purpose of adding Braille capabilities to a computer work station for the blind.

The Public Library reports that there are currently 1,456 San Franciscans who are legally blind and an additional 6,858 San Franciscans who are severely visually impaired. The proposed grant funds would assist the Public Library in meeting the needs of this community by making the computer work station available to them. The Braille display would enable a Braille reader to feel what is on the screen. The Braille embosser would produce output from the computer workstation into Braille instead of print.

Budget: The \$16,617 is proposed to be allocated as follows:

Braille Displayer	\$9,950
Embosser/Printer with Translator	<u>6,667</u>
Total	\$16,617

These amounts include installation and training to be provided by the vendor.

Required Match: None

Indirect Costs: None

Comments:

1. In April of 1994, a computer workstation with capabilities for voice output, the scanning of printed material, and the enlarging of material on the screen was acquired with gifts from Pacific Bell, the Bothin Foundation and the George S. Ladd Chapter of the Telephone Pioneers of America. The workstation is installed at the Library for the Blind, located at 3150 Sacramento Street.

2. Ms. Debbie Cornue, Assistant Chief of Branches for the San Francisco Library, explained that due to an administrative oversight, the Public Library did not seek approval from the Board of Supervisors to apply for the proposed grant funds. As a result, the proposed resolution should be amended to retroactively grant permission to the Public Library to apply for the proposed grant funds.

3. The proposed grant would enhance the capabilities of the voice workstation by making it accessible to legally blind users who can read Braille. The Braille display would enable users to feel the screen as they conduct research using Library databases and material scanned from other sources. The display would also enable the blind to feel the screen as they use software such as word processing. The Braille embosser/printer would allow users to have scanned material, database research, and other computer output embossed into Braille. Ms. Cornue stated that the Library intends to use the voice and Braille workstation as a prototype for future workstations for the blind and visually-impaired at the new San Francisco Library.

4. Ms. Cornue stated that the LSCA funding requirements state that indirect costs may not be funded by the grant.

5. The Public Library has completed a Disability Access Checklist which is in the file.

6. A summary of the grant program, as prepared by the San Francisco Public Library, is attached.

Recommendation:

1. Amend the proposed resolution to authorize the Public Library to retroactively apply for the proposed grant funds.

2. Approve the proposed resolution as amended.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library

Contact Person: Gloria Hanson Telephone: (415) 557-4350

Project Title: Online Access Braille

Grant Source: Federal funds administered by the State Library

Proposed (New / Continuation) Grant Project Summary:

This project will enhance the computer work station for the blind and sight impaired that has been purchased with grants from Pacific Bell, the Bothin Foundation and the Telephone Pioneers of America. It will add two types of Braille input to the work station; a Braille display which will allow a Braille reader to feel what is written on the screen and a Braille embosser which will produce output in Braille instead of print.

Amount of Grant Funding Applied for: \$ 16,617

Maximum Funding Amount Available: \$ 16,617

Required Matching Funds: 0

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: 0

Will Contractual Services be put out to Bid? N/A

Term of Grant: August 16, 1994 - September 30, 1995

Date Department Notified of Available funds: March 25, 1994

Application Due Date: June 3, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

Funds are to be used for the purchase of a Braille display and a Braille embosser/printer. Setup, configuration, initial support and training will be included in the purchase of this specialized equipment.

Any indirect costs may not be paid from this grant. The funds are to be used for a one time purchase of equipment.

All funds must be encumbered by September 30, 1995, and all equipment received and invoices cleared by November 30, 1995. Any funds not spent or encumbrances not liquidated by November 30, 1995 must be returned.

Kenneth E. Doe

Department Head Approval

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

Item 1f - File 148-94-2.2

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of Public Works to expend up to \$1,267,425 from the State of California for roadway work on City streets in accordance with the State-Local Transportation Partnership Program foregoing reimbursement of indirect costs.

Grant Amount: Up to \$1,267,425

Grant Period: June 30, 1993 to June 30, 1996

Source of Funds: California Department of Transportation

Description: The Board of Supervisors previously authorized the DPW to apply for and accept funds granted under the State-Local Transportation Partnership Program on a continuing basis over the ten-year life of the program. The State-Local Transportation Partnership Program was created for the purpose of funding transportation improvements throughout the State. The proposed grant funds would provide monies for the fifth year of the program.

The proposed grant funding would be used by the DPW to pay for contractual services associated with concrete reconstruction and resurfacing of various City streets. The grant provides for funding for concrete street reconstruction at various locations and for four resurfacing projects. For three of the resurfacing projects the contractor selection process has been completed (see Comment 1 below).

Project Funding: Projects for which the contractor selection process has not been completed.

	<u>State Grant</u>	<u>Local Match</u>	<u>Project Totals</u>
<u>Reconstruction</u>			
Warren Dr.: Devonshire to Locksley, Grandview: Hoffman to Clipper: Castro: 24th to Elizabeth, Noe: 21st to Liberty, Moraga: 16th to 17th Ave., Mountain Spring: Twin Peaks to Glenbrook, 20th St.: Noe to Sanchez, 21st St.: Church to Sanchez, St Germain: East to Glenbrook, Hill: Church to Sanchez, 22nd St.: Church to Vicksburg.	\$571,600	\$2,382,400	\$2,954,000
<u>Resurfacing</u>			
Haight-Ashbury Various Locations	<u>161,379</u>	<u>672,621</u>	<u>834,000</u>
Total	\$732,979	\$3,055,021	\$3,788,000

Projects for which the contractor selection process has been completed.

<u>Resurfacing</u>			
Ingleside District - Various Locations	\$121,583	\$506,752	\$628,335
Glen Park District - Various Locations	151,344	630,796	782,140
North of Market - Various Locations	<u>228,008</u>	<u>950,327</u>	<u>1,178,335</u>
Total	500,935	2,087,875	2,588,810
Total Grant	\$1,233,914	\$5,142,896	\$6,376,810

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

Required Match: \$5,142,896 - The funding source for this required local match will be Sales Tax revenue from the San Francisco Transportation Authority.

Indirect Costs: The State-Local Transportation Partnership Program does not permit the inclusion of indirect costs in grant awards.

Comments: 1. According to Mr. Joe Ovadia of the DPW, the DPW has selected contractors for three of the four resurfacing projects. The contract amounts, sources of funding, contractors, subcontractors and MBE/WBE/LBE participation for each of the three street resurfacing projects, for which contractors have been selected, are as follows:

Ingleside Resurfacing Project Project total \$628,335

Prime Contractor:

Marinship Construction Services, Inc./
Ghilotti Bros. Construction, A Joint Venture
Marinship (MBE) 33.1%
Ghilotti Bros. 31.7%

Subcontractors:

San Francisco Grinding Co. 11.5%
P & K Trucking Co. (MBE) 14.2%
Vickers Concrete (MBE) 1.4%
Anchor Fence 3.4%
Mendelian Construction (MBE) 4.7%

Total MBE participation 53.4%

North of Market Pavement Resurfacing Project total \$1,178,335

Prime Contractor

Esquivel Grading & Paving Co. (MBE) 79.8%

Subcontractors:

Richardo Ramirez Corp. (MBE) 7.5%
S & S Trucking Co. (MBE) 9.3%
P & K Trucking Co. (MBE) 3.4%

Total MBE participation 100%

Glen Park Pavement Resurfacing Project total \$782,140
Prime Contractor
Esquivel Grading & Paving, Inc. (MBE) 72.1%

Subcontractors:
P & K Trucking (MBE) 16.5%
R & W Concrete (MBE) 3.5%
S.F. Grinding Co. (LBE) 7.9%

Total MBE participation 92.1%

2. The title of this resolution makes reference to the 4th cycle of the State-Local Transportation Partnership Program. According to Mr. Joe Ovadia of the DPW the title should be changed to reflect the 5th cycle of the State-Local Transportation Partnership Program.

3. The Summary of Grant Request Form, as prepared by DPW, is attached.

4. The Disability Access Checklist for the proposed grant project is on file with the Clerk of the Board.

5. As noted above, the DPW has not selected the contractors for the proposed concrete reconstruction project and the Haight Ashbury pavement resurfacing project. Therefore, \$732,979 should be placed on reserve pending the selection of the contractors, the contract cost details and the MBE/WBE status of the contractors

6. As noted above, the DPW has awarded three contracts for street resurfacing projects. However, according to Mr. Joe Ovadia no payments have been made to these contractors so retroactivity disclosure is not required.

Recommendations: 1. Amend the title to reflect the 5th Cycle instead of the 4th Cycle.

2. Amend the proposed resolution to reserve \$732,979, pending the selection of contractors, the contract cost details and the MBE/WBE status of the contractors.

3. Approve the proposed resolution as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item No. _____

Summary of Grant Request

Rev. 4/10/90

Grantor State of California, Caltrans
 Contact Person Moe Shakernia
 Address 111 Grand Avenue
Oakland, CA 94623-0660
 Amount Requested \$1,267,425
 Term From 6/30/93 To 6/30/96
 Health Commission _____

Division Bureau of Engineering
 Section Project Management
 Contact Person Joe Ovadia
 Telephone (415) 554-8250
 Application Deadline _____
 Notification Expected _____
 Board of Supervisors: Finance Committee
Full Board

I. **Item Description:** Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ \$1,267,425 from the period of 6/30/93 to 6/30/96 to provides rehabilitation of roadway projects. _____ services:

II. Summary:

This grant will partly fund construction for resurfacing and reconstruction of 206 streets under the State-Local Transportation Partnership Program Cycle No. 5.

III. Outcomes/Objectives:

Extends useful life of roadway by 10 years.

IV. Effects of Reduction or Termination of These Funds:

The City will do less paving projects.

V. Financial Information:

	<u>Col. A</u> <u>Two Years Ago</u>	<u>Col. B</u> <u>Past Year/Orig.</u>	<u>Col. C</u> <u>Proposed</u>	<u>Col. D</u> <u>Change</u>	<u>Req.</u> <u>Match</u>	<u>Approved by</u>
Grant Amount	<u>1,044,335</u>	<u>1,172,241</u>	<u>1,267,425</u>	_____	_____	_____
Personnel	_____	_____	_____	_____	_____	_____
Equipment	<u>1,044,335</u>	<u>1,172,241</u>	<u>1,267,425</u>	_____	_____	_____
*Contract Syc.	_____	_____	_____	_____	_____	_____
Mat. & Supp.	_____	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____
Indirect Costs	_____	_____	_____	_____	_____	_____

VI. Data ProcessingVII. Personnel

F/T CSC _____
 P/T CSC _____
 Contractual _____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Sales Tax

Will grant funded employees be retained after this grant terminates? If so, How?

N/A (Grant money is used for contractual services)

*VIII. Contractual Services: Open Bid X Sole Source _____

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

Item 1g - File 150-94-3

Department: Recreation and Park Department

Item: Resolution authorizing the Recreation and Park Department to apply for grant funds of \$220,000 including \$14,000 in indirect costs, from the State Habitat Conservation Fund Program, for India Basin Wetlands Restoration Project, Site 2.

Grant Amount: \$220,000

Grant Period: January 1995 to January 1998, or three years from date of award

Source of Funds: State Habitat Conservation Fund, 1990 California Wildlife Protection Act

Project: India Basin Wetlands Restoration Project, Site 2

Description: The 1990 California Wildlife Protection Act provides funds for grants to local agencies to acquire and/or develop facilities for public open space and wildlife habitat protection purposes.

The City acquired the India Basin land, located in the area of Innes Avenue and Hunters Point, with monies from the San Francisco Open Space Fund. The City owns two parcels, separated by a privately owned boat yard, stretching from PG & E's property line on the north side to Hunters Point Naval Shipyard on the south. This area is the only Bay shoreline held by the Recreation and Park Department, and is planned for use as a public park and wildlife habitat area.

India Basin had been used for many years as a dumping ground and squatter's settlement and requires substantial restoration work. The initial part of this restoration work was funded in 1992 with a grant from the State Habitat Conservation Fund of \$150,000, plus monies from the San Francisco Open Space Fund, and involves removing beached and submerged boats in the area, cleaning the beach and offshore area of other debris, and constructing footpaths, parking and furniture on the northern parcel, known as Site 1. This grant of \$220,000, plus funds to be proposed from the 1995-96 San Francisco Open Space Fund in the amount of \$257,048, will fund grading and erosion control work, installation of a shoreline footpath, installation of irrigation systems, and planting with

grasses and other vegetation on the southern parcel, known as Site 2.

Budget: Site 2 Cost Estimate

Contractual Services	
Demolition, grading, pathway	\$188,680
Construction of Entry Plaza	20,000
Irrigation and Planting	225,000
Contingency of 10%	<u>43,368</u>
TOTAL	\$477,048

Required Match: \$257,048 to be requested from the 1995-96 San Francisco Open Space Fund

Indirect Costs: The State does not allow indirect costs to be included in grants proposed from this source (See Comment No. 1)

Comments: 1. The State does not allow indirect costs to be included in grants from the Habitat Conservation Fund. The text of the resolution correctly states that indirect costs will be waived. However, the title of the legislation incorrectly states that indirect costs of \$14,000 are included in the grant request.

2. Ms. Elaine Molinari of the Recreation and Park Department advises that the Department has not yet developed a Request for Proposals on this project, as there is no certainty that the grant application will be approved.

3. The Department of Recreation and Parks has already submitted this grant application to meet the deadline of October 1, 1994. Therefore the Board of Supervisors' authorization to apply for this grant should be made retroactive to that date.

Recommendations: 1. Amend the title to note that the City will waive indirect costs, as is stated in the resolution.

2. Amend the resolution to provide for retroactive application of the grant proposal.

3. Approve the proposed resolution, as amended.

Item 1h File 153-94-1

Department: Department of Social Services (DSS)

Item: Resolution authorizing the Department of Social Services to apply for, accept and expend retroactively, a new Federal grant in the amount of \$79,193, which includes indirect costs in the amount of \$13,199, from the U. S. Department of Agriculture.

Grant Amount: \$79,193

Grant Period: September 30, 1994 through September 30, 1995

Source of Funds: U. S. Department of Agriculture

Project: Food Stamp Enrollment Assistance Project

Description: The proposed new Federal grant funds would be used by the DSS, in collaboration with six community-based nonprofit agencies, to implement a demonstration project aimed at assisting low-income families with children and recently legalized immigrants to apply for Food Stamps. The six community-based agencies, are as follows: the Children's Council of San Francisco, Wu Yee Children's Services, Youth Advocates, the San Francisco Unified School District's Healthy Start Program, the Family Services Agency and Coleman Advocates. Five of these six community-based agencies would be responsible for providing direct client services at 10 separate project sites. Such services would include initial eligibility screening, assessment of clients' needs and assisting clients to fill out forms and documents to be transferred to DSS for final determination of eligibility. The remaining community-based agency, Coleman Advocates, would be responsible for coordinating the Food Stamp-related services and serving as the fiscal agent for this grant project. The project's goals include the provision of 276 hours of service at each of the 10 project sites and the enrollment of 250 new families in the Food Stamp program.

The DSS would be responsible for (1) program data collection and evaluation and (2) providing training related to the Food Stamp program to the staff and counselors at the above-noted community-based agencies.

Budget:

Coleman Advocates

Benefits Coordinator (120 hrs. @ \$31.33 per hour)	\$3,760	
Clerical/Bookkeeping/Data Collection (120 hrs. @ \$18.96 per hour)	2,275	
Administrative Overhead	<u>1,000</u>	
Subtotal		\$7,035

Operating Expenses

Community-Based Agencies:		
Health Start Programs (4 sites)	\$17,090	
Children's Council of San Francisco (2 sites)	8,545	
Wu Yee Children's Services (2 sites)	8,545	
Family Services Agency (1 site)	4,272	
Youth Advocates (1 site)	4,272	
Training	4,487	
Resource Materials	2,319	
Travel (mandated training seminar in Alexandria, Virginia for 2 staff persons)		
Airfare	1,200	
Hotel Accommodations (2 nights, 2 rooms)	600	
Car Rental	80	
Per Diem (2 days/persons @ \$25 per day)	100	
Data Collection/Evaluation	7,269	
Miscellaneous	<u>180</u>	
Subtotal		58,959

Indirect Costs 13,199

Total \$79,193

Required Match: None

Indirect Costs: \$13,199

Comments: 1. As noted above, the proposed legislation would authorize the DSS to apply for, accept and expend the proposed grant funds retroactively. The DSS advises that because the Department has already submitted the grant application, retroactive approval to apply for the grant is required. However, according to the DSS, the Department has not, as yet, incurred expenditures against the proposed grant funds.

As such, retroactive approval to accept and expend the proposed grant funds is not required. Therefore the title and the body of the proposed legislation should be amended to delete reference to authorizing the DSS to accept and expend the proposed grant funds retroactively.

2. Attached is a Summary of Grant Request, as prepared by the DSS, for the proposed grant program.

3. The DSS has prepared a Disability Access Checklist for DSS and each of the community-based agencies participating in this grant program, which are on file with the Clerk of the Board's Office.

Recommendation: Amend the proposed resolution to delete reference to authorizing the DSS to accept and expend the proposed grant funds retroactively, and approve the proposed resolution as amended.

SOCIAL SERVICES COMMISSION - SUMMARY OF GRANT REQUEST

Grantor USDA Food & Nutrition Service
 Grantor Contact Person Elaine Lynn
 Address Contract Management Branch, Rm. 914
3101 Park Center Dr., Alexandria, VA 22302
 Amount (Requested/Approved) \$79,193
 Term From 9/30/94 To 9/30/95

DSS Program Food Stamps
 Program Contact Person Leo O'Farrell
 DSS Contract Manager Walter Maciak
 Telephone 558-4141 / 5581
 Source of Funds: Federal/State/Other

Board of Supervisors: Finance Committee: Date _____

I. Action:

Request to (apply for) (accept and expend) a (new) (continuation) (allocation) grant in the amount of
 \$ 79,193 = for the period beginning 9/30/94 to 9/30/95
 to provide client enrollment assistance for Food Stamps.

II. Purpose of grant: Develop a public/private partnership aimed at finding low income families with children and recently legalized immigrants to assist them in applying for Food Stamps.

III. Outcomes/Objectives: (including number of clients to be served)
Enroll 250 new families in the Food Stamp Program.
Provide 276 hours of service at each of the 10 sites.

IV. Effects of reduction/termination of these funds:

The Department expects referrals to continue from the community based agencies (CBO and DSS will maintain its partnership with the CBO's by responding rapidly to referrals and keeping the CBO's informed and updated of Food Stamps regulation changes.

V. Expenditures:

	Col. A (Last Fiscal Year) -0-	Col. B (Current Year if Any) -0-	Col. C (Proposed) 79,193	Col. D (Change)	Req. Match
Grant Amount					
Personnel					
Equipment					
Contracts					
Mat. & Supplies					
Facilities/Space					
Other Travel					
Indirect Costs			13,199		

VI. City Civil Service Personnel:

No. & Class _____
 No. & Class _____

VII. Brief description of service to be purchased by contract:

To work in conjunction with 6 non-profit agencies with facilities at 10 different sites to identify and assist low income families with children and recently legalized immigrants apply for food stamps.

VIII. Contractual Services: Open Bid _____

Sole Source _____

X

Item 2 - File 97-94-66

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of October 18, 1994.

Item: Ordinance amending Administrative Code Sections 16.526 and 16.532 relating to the reporting requirements of lobbyists.

Description: This proposed ordinance would have an effective date of January 1, 1995.

San Francisco's Administrative Code Chapter 16, Article XIIA, defines three types of "lobbyists" and regulates their activities related to influencing legislative and administrative actions taken by the City.

Sections 16.524 and 16.525 of this Article require all lobbyists to register annually with the Clerk of the Board, pay registration fees, and disclose detailed information regarding their employees, clients, and proposed lobbying activities.

Section 16.526 of this Article requires all lobbyists to submit a quarterly activity report to the Clerk of the Board detailing their expenses, expense beneficiaries with the beneficiaries' official position if any, and political contributions of \$100 or more to officers of the City, candidates for City offices, or committees formed to elect candidates to City offices.

The proposed ordinance would make several additions to the quarterly activity reports required from lobbyists under Section 16.526, as detailed below.

Changes to Section 16.526 Regarding Quarterly Activity Reports by Lobbyists

1. Required of all lobbyists

Under the proposed ordinance, Section 16.526 would be amended to require that all lobbyists also include in their quarterly activity reports contributions of \$100 or more to committees formed primarily to oppose candidates for City offices.

2. Required of Section 16.520(a) lobbyists

Under the proposed ordinance, persons or businesses who act as lobbyists by virtue of working on paid contracts to

influence legislative or administrative action [the definition in Section 16.520(a)] would also be required to include in their quarterly activity report the following additional information:

- a. The full name, business address and telephone numbers of each of their clients for whom they lobbied during the reporting period.
- b. A description of the specific legislative or administrative action on which the lobbyist communicated with any officer of the City on behalf of each of their clients during the reporting period.
- c. The total payments, including fees and expenses, received from each client during the reporting period.
- d. The total amount of payments received for lobbying services during the reporting period.

3. Required of Section 16.520(b) lobbyists

Under the proposed ordinance, businesses or organizations who act as lobbyists by virtue of having employees or members who communicate with City officers to influence legislative or administrative action as part of their regular employment [the definition under Section 16.520(b)] would also be required to include in their quarterly activity report the following additional information:

- a. A description of the specific legislative or administrative action regarding which employees or members communicated with City officers.
- b. Payments to influence legislative or administrative action including payments in connection with support or assistance to other lobbyists, payments in connection with communicating with City officers for the primary purpose of influencing legislative or administrative action, and payments in connection with soliciting or urging other persons to communicate with City officers for the primary purpose of influencing legislative or administrative action.

4. Required of Section 16.520(c) lobbyists

Under the proposed ordinance, persons who act as lobbyists by virtue of expending \$1,000 or more in a quarter, excluding payments to other lobbyists, to influence legislative or administrative City action [the definition

under Section 16.520(c)] would also be required to include in their quarterly activity report the following additional information:

a. Any payment to a lobbyist as defined in Section 16.520(a) for communicating with City officers with the primary purpose of influencing legislative or administrative action.

b. Payments to influence legislative or administrative action including payments in connection with support or assistance to other lobbyists, payments in connection with communicating with City officers for the primary purpose of influencing legislative or administrative action, and payments in connection with soliciting or urging other persons to communicate with City officers for the primary purpose of influencing legislative or administrative action. This clause is exactly like the requirements on Section 16.520(b) lobbyists noted above in 3b.

c. If payments are made in connection with direct communications with City officers, or in connection with urging other persons to enter into communications with City officers, the report must include a description of the specific legislative or administrative action that is the subject of the communication.

Change in Section 16.532 Regarding Penalties for Late Filing of Lobbyists' Statements and Reports

Under the proposed ordinance, lobbyists who file statements or reports after the deadlines set out in Article XIIA would be fined \$10 per day for each day after the deadline until the statement or report is filed.

Comment:

1. As previously noted, under the proposed ordinance lobbyists who file statements or reports after the deadlines set forth in Article XIIA would be fined \$10 per day for each late day after the deadline until the statement or report is filed. Currently, there is no daily fine provision. However, there is a fine of up to \$1,000 for any violation under Article XIIA which requires a civil action to be filed by the City Attorney's Office. According to Mr. Randy Riddle, Deputy City Attorney, both the current \$1,000 fine as well as the proposed \$10 fine could be assessed, but in general practice, the \$10 per day fine would be assessed far more frequently because the \$1,000 penalty requires much more effort to assess. Deadlines in the Article include the annual registration report which is filed at the time of registration, and the deadline for quarterly activity reports, which is the

15th day of the first month of the ensuing quarter. The Clerk of the Board would be allowed to waive the \$10 per day penalty if the Clerk determined that the late filing was not willful and that enforcement of the penalty would not further the purposes of Article XIIA. Any funds received under this clause would be deposited in the General Fund.

2. There would be no significant fiscal impact to the City resulting from this proposed ordinance. The main area of revenue or cost concerned is registration fees required to be paid to the City by lobbyists. These fees are set in Section 16.524 of Article XIIA and would not be affected by the proposed amendment. There is no specific cost estimate at this time of the amount of revenues that might be gained as a result of the \$10 per day late filing fine.

3. Mr. John Taylor, Clerk of the Board, states that the Clerk of the Board's Office will enforce Article XIIA until the end of 1994, upon which time the Ethics Commission will assume this function on January 1, 1995. Mr. Harry Joel, Director of the Ethics Commission, advises that the proposed amendment would not result in the need for any additional staff.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 4 - File 169-94-3

Department: Art Commission

Item: Resolution designating temporary downtown area selling spaces for Street Artists certified by the Art Commission, for the Christmas Season, 1994, beginning on November 15, 1994 and ending on January 15, 1995.

Description: The Street Artists Ordinance, as adopted by the San Francisco electorate through an initiative ordinance on November 4, 1975, authorizes the Board of Supervisors to designate, by resolution, areas when certified Street Artists or Craftsmen may sell arts and crafts items.

According to the Art Commission, the Christmas holidays are the Street Artist's busiest selling period. The Art Commission is recommending the renewal of the prior year's 59 temporary sales spaces in the downtown area. This is the 13th consecutive year that the Art Commission is submitting a request for temporary sales spaces for Street Artists for the Christmas holidays. The 59 temporary sales spaces, recommended for renewal by the Art Commission, for the period November 15, 1994 to January 15, 1995, are as follows:

<u>No. of Spaces</u>	<u>Location</u>
12	South side of Market Street between 4th and 5th Streets
5	North side of Market Street between Montgomery & Kearny Streets
2	North side of Market Street between Grant and Kearny Streets
10	North side of Market Street between Battery and Sansome Streets
4	South side of Market Street between 2nd and 1st Streets
3	South side of Sutter, at Market Street
5	West side of Stockton Street between Post and Sutter Streets
1	East side of Stockton Street between Post and Sutter Streets
6	East side of Stockton Street between O'Farrell and Geary Streets
3	East side of Stockton Street between Market and O'Farrell Streets
1	South side of Post Street between Grant and Kearny Streets
5	North side of California St. between Sansome and Montgomery Sts.
<u>2</u>	South side of California St. between Sansome and Montgomery Sts.
59	Total

Comments: 1. The proposed legislation would also authorize the exemption from the provisions of Police Code Section 2405(c)(8)(1) of six of the above-noted 59 temporary spaces, as follows: (1) five temporary spaces on the west side of Stockton Street between Post and Sutter Streets and (2) one temporary space on the east side of Stockton Street between

Post and Sutter Streets. Section 2405(c)(8)(1) of the Police Code prohibits Street Artists from selling, offering for sale or soliciting offers to purchase on any sidewalk adjacent to a curb which has been designated as a white zone (passenger unloading zone).

2. Mr. Howard Lazar of the Street Artist Program of the Art Commission advises that there are currently eight permanent Street Artist selling spaces in the Stockton Street vicinity, which are adjacent to white zones. Mr. Lazar advises that no complaints have been registered against the Street Artists located at these sites for obstructing passenger unloading. According to Mr. Lazar, the width of the sidewalk, together with the fact that the Street Artists' displays are required to be positioned five feet apart, essentially allows for sufficient space for passengers to unload without being obstructed by the Street Artists' displays.

3. Additionally, the proposed legislation would authorize the exemption of seven of the above-noted 59 temporary spaces from the provisions of Police Code Section 2405(c)(6), which prohibits Street Artists from selling, offering for sale, or soliciting offers to purchase on any sidewalk within 12 feet from the outer edge of any entrance to any building including, but not limited to, doors, driveways and emergency exits. The applicable exemption pertains to (1) six temporary spaces on the south side of Market Street between 4th and 5th Streets and (2) one temporary space on the east side of Stockton Street between Market and O'Farrell Streets.

4. According to Mr. Lazar the above-noted seven temporary spaces will be located in the exact same areas of the sidewalk that they have occupied for the last four years during the Christmas holidays. Mr. Lazar advises that exemption from the provisions of Section 2405(c)(6) had not been previously requested due to an administrative oversight.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 5 - File 97-94-59

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of October 18, 1994.

Department: Assessment Appeals Boards

Item: Ordinance amending Chapter 2B of the San Francisco Administrative Code; by amending Section 2B.10 thereof to correct a typographical error and to provide that a refund of the Hearing Fee will be given only under certain circumstances as explained below; by amending 2B.11 thereof to provide that a single Findings of Fact Fee shall be due for a single appraisal unit; and by amending Section 2B.13 thereof to allow Assessment Appeals Board No. 1 to hear appeals of all types, to allow Assessment Appeals Board No. 2 to hear appeals involving property on the unsecured roll assessed at \$75,000 or less, and to allow members of each of the two Assessment Appeals Boards to serve on the other Assessment Appeals Board in conformance with State Law.

Description: The members of the Assessment Appeals Boards are appointed by the Board of Supervisors to hear appeals from property owners who contend that the Assessor's Office has incorrectly appraised their property, thereby resulting in higher taxes that are due to the City. There are two Assessment Appeals Boards consisting of three members each. Assessment Appeals Board members are compensated by the City for their service at the rate of \$100 per half day (\$200 per day).

The proposed ordinance would make several changes in the processes and rules used by the Assessment Appeals Boards, as follows:

Section 2B.10

Section 2B.10 sets the Hearing Fees to be collected by the Assessment Appeals Board from applicants, hearing fee waivers, and other conditions regarding the hearing fees. Under the proposed ordinance Section 2B.10 would be amended to correct a typographical error by replacing "Filing Fee" with "Hearing Fee" in Section 2B.10(f). There is a separate "Filing Fee" required for all applications which is specified in Section 2B.9. This change makes the terminology in Section 2B.10(f) consistent with that used in the rest of Section 2B.10.

Section 2B.10(d) currently states that the Hearing Fee will be refunded if the applicant's appeal results in the Assessor's value being lowered (a) either to the applicant's opinion of value or (b) by 30 percent or more of the Assessor's value. The proposed ordinance would add a provision stipulating that the applicant's opinion of value for this purpose must be the value that was stated in their original appeal application. In addition, the proposed ordinance would require applicants who are due a refund to apply for that refund in writing within 30 days of the Assessment Appeals Board's decision.

Section 2B.11

Section 2B.11 sets the Findings of Fact Fees to be collected by the Assessment Appeals Board from applicants. These fees range from \$100 for properties valued at \$1 million or less to \$1,000 for properties valued at more than \$20 million.

The proposed ordinance would add a new subsection stating that applicants who file two or more appeals at the same time affecting the same appraisal unit for the same tax year, will only have to pay one Findings of Fact Fee, based on the total assessed value of the property in that appraisal unit.

This proposed change to Section 2B.11 would make the treatment of Findings of Fact fees similar to that of Hearing Fees, charging only one fee for two or more appeals affecting the same appraisal unit in the same tax year (See Comment).

Section 2B.13

Section 2B.13 sets forth the responsibilities of the two Assessment Appeals Boards.

At present, Assessment Appeals Board No. 2 hears all appeals dealing with residential property of 12 units or less with no commercial components above the first floor. The proposed ordinance would change Section 2B.13 to have Assessment Appeals Board No. 2 hear only appeals for properties of 12 units or less, at least part of which is in residential use, plus appeals concerning properties on the unsecured roll (i.e. fixtures) valued at \$75,000 or less. Assessment Appeals Board No. 1 at present hears all appeals not heard by Assessment Appeals Board No. 2. The proposed ordinance would change Section 2B.13 to allow

Assessment Appeals Board No. 1 to hear appeals dealing with any type of property.

In effect, the changes to Section 2B.13 would have Assessment Appeals Board No. 1 continue to hear appeals concerning commercial property, large multi-unit residential buildings and vacant land, plus appeals concerning any other property as time permits. Assessment Appeals Board No. 2 would continue to hear appeals concerning smaller multi-unit buildings, single family homes, and smaller properties on the unsecured roll. According to the Clerk of the Board, Assessment Appeals Board No. 1 occasionally does not have large cases waiting to be heard and this change would allow them to use their available time by hearing smaller cases. The proposed ordinance would give both of the Assessment Appeals Boards more flexibility in distributing the hearing case load.

Finally, the proposed ordinance would make the City's Code consistent with State law by removing a clause of Section 2B.13 which prohibits members of one Assessment Appeals Board from sitting on the other Assessment Appeals Board.

Comment:

The Clerk of the Board has stated that the proposed change to Section 2B.11 under this ordinance concerning Findings of Fact fees would have no impact on the revenues collected by the Assessment Appeals Boards.

Recommendation:

Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 6 - File 211-94-4

Department: San Francisco Unified School District (SFUSD)

Item: Resolution supporting the establishment of community or "beacon" schools in San Francisco and urging the participation of the Mayor's Office and City departments in a coordinated effort to implement San Francisco community schools.

Description: Community schools, also known as "beacon" schools, are collaborative partnerships between public schools, community-based organizations and other governmental agencies which provide comprehensive support services to youth, parents and families. Beacon schools are open up to seven days per week and for up to 16 hours per day and offer an array of family support programs, including health services, case management, employment development and parenting education. Beacon schools may be based at school sites or may be located at other governmental or community sites that are conducive to providing such services to local residents.

According to the San Francisco Unified School District (SFUSD), the goals of beacon schools include the following:

- To assist at-risk youth in building academic and social competencies and in adopting values that enable them to become self-sufficient and successful adults;
- To promote a learning environment in which all stakeholders are viewed as integral to the academic and social development of a child;
- To provide all children, youth and adults in a community with opportunities to access an array of comprehensive services, including social services, recreation, educational enrichment and vocational activities;
- To involve youth, families and community residents in the revitalization of their neighborhoods and schools;
- To coordinate and integrate public and private resources in order to provide services more effectively to communities.

According to SFUSD, New York City appropriated \$5 million in 1991 to establish ten beacon school sites, with \$500,000 allocated for each site. Of this \$500,000, \$50,000 was set

aside for the additional custodial and security fees needed to keep a school building open a minimum of an additional 1,000 hours per year. The remaining \$450,000 was allocated for programming and provided funding for beacon school managers and program staff, activities costs for recreation, educational enrichment, cultural arts, adult education programs, family activities and summer and school vacation programming. This \$450,000 was issued through a competitive bid process to a community-based organization that offered a variety of services.

Although SFUSD has not yet conducted a fiscal analysis of the costs to operate beacon schools in San Francisco, SFUSD has provided the following rough cost estimates for each beacon school established in San Francisco:

<u>Custodial Services</u>	\$25,000
SFUSD estimates that the cost of providing custodial services for an additional 25 hours per week beyond normal school hours would be approximately \$25,000 annually per site (\$15.26 per hour x 25 hours per week x 52 weeks per year x 1.26 for fringe benefits).	
<u>Facility Renovation</u>	150,000
This cost will vary depending on which sites are designated to become beacon schools, available funding sources and renovation mandates.	
<u>Programming Costs</u>	250,000
This cost will vary depending on the ability to acquire outside funding, what resources are currently available, the types of services to be provided and whether any of those services can be provided by City departments.	
<u>Technical Assistance</u>	<u>10,000</u>
This is the estimated cost for the provision of technical assistance to new beacon school sites for one year.	
Total Estimated Cost for one Beacon School site during first year	\$435,000*

* Note: This cost estimate does not include administrative expenses. According to SFUSD, the amount of such administrative costs is not known at this time.

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

According to SFUSD, the potential sources of funding for the establishment of beacon schools in San Francisco include Community Development Block Grant (CDBG) funds, the State Department of Social Services, the Children's Fund, the State Department of Education, Federal Crime Prevention funds, and other Federal and State sources.

Comment: The estimated cost, if any, to the City for this program has not been determined as of the writing of this report.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 7 - File 93-94-27

Note: This item was rereferred from the Board of Supervisors meeting of October 17, 1994.

Department: Recreation and Park Department

Item: Resolution ratifying an amendment to the Memorandum of Understanding (MOU) between the City and County of San Francisco and the Professional and Vocational Employees Division of the Teamsters, Local 856.

Description: The proposed resolution would ratify an amendment to the MOU between the City and the Professional and Vocational Employees Division of the Teamsters, Local 856, relating to 3320 Animal Keepers employed by the Recreation and Park Department. The prior five year MOU expired on November 30, 1992. Although this MOU has expired, the parties are continuing to operate under this MOU until such time as the proposed MOU is approved. A total of 35 Animal Keepers are included under the proposed amendment to the MOU. The annual salary at the top step for each 3320 Animal Keeper is \$39,307. Total salaries and premiums for the 35 Animal Keepers, based on FY 1993-94 payrolls, are estimated to cost \$1,396,585, as follows: (1) Salary - \$1,277,017, (2) Overtime, Holiday etc. - \$97,778 and (3) Premium Pay - \$21,790.

The proposed amendment to the MOU pertains only to the working conditions of the above-noted positions. There are no changes to the positions' existing pay rates.

The proposed amendment to the MOU includes major changes in the provisions related to working conditions due to a planned internal reorganization of the Zoo's operations. According to Mr. Tony Bila of the Zoo's Administrative Office, the reorganization is aimed primarily at providing for more flexibility in the use of staff in order to operate more efficiently and effectively.

Major changes regarding the working conditions under the proposed MOU are as follows:

1. It is agreed to use Rule 18 of the Civil Service Commission and to modify it to require meeting at each step, and to add an Employee Relations Division step before arbitration. Rule 18 provides for grievance procedures for employees that are not covered by a labor agreement. There shall be a 90 day limit on filing and liability.

Under the prior MOU, grievance procedures are outlined in detail under the following categories: (1) program scope and principles, (2) definitions, (3) exclusions and (4) general provisions. According to the Employee Relations Division, the use of Rule 18 is preferable to the existing grievance procedure because as modified (as noted above), it will provide a tool for better communications between the parties to MOU and will assist in resolving grievances at the lowest level.

2. Zoo management has the authority to delineate the chain of command. The chain of command will be provided to all 3320 Animal Keepers. Any changes in the chain of command will be provided in writing by Zoo management with a copy to the union.

Under the prior MOU, (1) specific staff (i.e., the Zoo Director, Head Keeper, Assistant Head Keeper and Senior Keepers) are named with respect to the chain of authority and (2) it is required that there be a supervisor in immediate charge of the Zoo at all times during the hours of 8:00 am to 5:00 PM daily. If no regular supervisor is available, Zoo management must designate an Animal Keeper as "Acting Senior Keeper".

3. Zoo management, in the interest of Zoo operations, reserves the right to organize and reorganize the work of the Zoo, to assign personnel qualified to effectively carryout such assignments, to establish and modify days off and make alternate arrangements where necessary. Available days off shall be set by Zoo management and determined on the basis of the staffing level needed to perform the required work. An annual signup for vacation will be held for each section (i. e., primate , carnivore, hoofed-stock) and the maximum number of Animal Keepers allowed vacation at the same time will be determined by the needs of the section.

Under the prior MOU, Zoo management must post a list of sections and state the work allotted to each section, including the work areas in each section. Sections are divided into individual work areas on the basis of animal type (i. e., the carnivore section's work areas would include lions, tigers, bears etc.) The Animal Keepers in turn sign up for both section and area work including relief work within that section. Once they have signed up, the Animal Keepers receive their work assignment in order of departmental seniority provided that the employee has demonstrated ability to perform the job duties up to acceptable standards (defined as past performance levels within the last 12

months, experience, or the training or equivalent combination of either in the care of animals). Animal Keepers not selecting any assignment may be assigned at the discretion of Zoo management following the completion of the sign-up. Additionally, Animal Keepers may sign up for vacation days, days in lieu of holidays, floating holidays and compensatory time and select their time off in order of departmental seniority. Zoo management may limit the number of Animal Keepers taking time off to ten percent of the total number of Animal Keepers.

4. Overtime and qualifications of an employee to perform an overtime assignment shall be determined by the Zoo management. The assignment of overtime shall be determined as follows: (1) overtime which is approved 24 hours or more in advance will first be offered to Animal Keepers within a given section on a rotation basis based on length of service within the section. Thereafter, if it is deemed appropriate, overtime will be offered to all Animal Keepers based on length of service and (2) all other overtime will be assigned at the discretion of the Zoo management.

Under the prior MOU, unless otherwise agreed to by Zoo management and the union, rotating departmental seniority shall determine the assignment of all overtime. Senior Animal Keepers shall not be assigned to overtime to perform the duties of Animal Keepers except in emergencies. Procedures to facilitate the assignment of overtime shall be arranged by the union.

5. The working condition related to minimum staffing has been eliminated from the proposed MOU.

Under the prior MOU, the minimum daily "day time" work force shall be at least one Animal Keeper for each work assignment. A work assignment is defined as (1) a work area assignment, (2) a relief assignment, or (3) a float (non-specified) assignment. The minimum daily "night time" work force shall be at least one Animal Keeper on the swing shift and one Animal Keeper on the graveyard shift. If fewer than two Animal Keepers are available for night duty on a given day, Zoo management must offer overtime.

6. The working condition related to work duties and work loads has been eliminated from the proposed MOU.

Under the prior MOU, Zoo management is required to arrange all work area and relief assignments so that the work allotted to each Animal Keeper is reasonably equal. Zoo

management must maintain a current list of duties for each work area and supply each Animal keeper with a copy of such duties. All major and/or permanent changes in work duties must be given to the Animal Keeper in writing. All Animal Keepers assigned to work areas must be provided assistance, when available, on an equitable basis.

7. A new working condition has been added to the proposed MOU, which would provide that Animal Keepers shall, when assigned to be in charge of their section during the absence of a higher level supervisor for an entire shift, be paid a premium of \$5.00 per day.

8. A side agreement to the prior MOU which authorized premium pay of \$0.375 per hour for hours assigned to work for Animal Keepers exposed to raw sewage has been deleted because it was determined that the Animal Keepers were not exposed to raw sewage for the total hours assigned to work.

Comment:

The Controller's Office reports that the premium pay for exposure to raw sewage, which is being deleted, totaled approximately \$22,000 annually. According to the Controller, the new premium of \$5.00 per day will cost an estimated additional \$7,000 to \$12,000 per year. As such, the Controller's Office states that the deletion of the raw sewage premium and the addition of the new \$5.00 per day premium should result in an overall estimated savings of \$10,000 to \$15,000 per year. The Controller's Office advises that the other proposed changes in the working conditions should have minimal cost implications. The Budget Analyst concurs with the Controller's Office analysis.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

Item 8 - File 172-94-37

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of October 18, 1994.

Department: Public Transportation Commission (PTC)

Item: Resolution approving a second amendment to the Advertising Transit Shelter Agreement between the City and County of San Francisco and Combined Communications Corporation to maintain the Stonestown boarding platform for Light Rail Vehicle (LRV) in exchange for advertising on the platform and to allow advertising kiosks on upper Market Street sidewalks in conjunction with transit shelters on the median boarding islands.

Description: In June of 1987, the Board of Supervisors approved an Advertising Transit Shelter Agreement between the City and Gannett Outdoor Company, Inc. of Northern California, for the period June, 1987 to May, 2002 (15 years), to provide for the placement and maintenance of commercial and noncommercial transit shelters throughout San Francisco. A commercial transit shelter (in contrast to a noncommercial transit shelter) is a shelter which displays commercial advertising for profit, whereas a noncommercial transit shelter would display such materials as public service announcements.

A first amendment to the Transit Shelter Agreement, which provided for transit shelters and accompanying advertising kiosks on lower Market Street, was previously approved by the Board of Supervisors in January of 1990. Subsequently, the Board of Supervisors approved the assignment of this agreement to Combined Communications Corporation, which become effective March 12, 1991.

The PTC advises that the proposed second amendment to the Transit Shelter Agreement would provide that Combined Communications Corporation will maintain the Stonestown boarding platform, which is currently under construction, for the remaining eight year duration of the agreement in exchange for the right to display commercial advertising on this station platform. Such advertising is permitted pursuant to Section 603 (j) of the Planning Code.

Under the proposed second amendment, Combined Communications Corporation would be permitted to display commercial advertising on the west-facing sides only of

eight double sided advertising display cases at the Stonestown Station. Two of the east-facing sides of these display cases may be used by Combined Communications Corporation for public service announcements. The remaining six east-facing sides of these displays must be used solely for art, designs, graphics, and similar materials selected and furnished by the City or its designee and installed by Combined Communications Corporation. The City would also, as an alternative, have access to the six east-facing sides for insertion of Muni time-sensitive information (i. e., service announcements, schedule updates).

Mr. Jim Nelson of the MUNI advises that the City will not receive any advertising revenues from the advertising displayed at the above-noted Stonestown Station, as is the case for all other advertising currently covered under the Transit Advertising Agreement. Combined Communications Corporation is responsible for installing and maintaining the kiosks and transit shelters and surrounding areas in exchange for receiving all advertising revenues. The City does, however, receive an annual lump sum in the amount of approximately \$200,000 from Combined Communications Corporation under the provisions of the agreement.

The maintenance services to be provided by Combined Communications Corporations at the Stonestown Station would include (1) daily trash pick-up, (2) replacement of defective lights, (3) the cleaning and washing of each transit shelter and (4) the removal of all graffiti, stickers, posters, litter, dust, dirt, and weeds from each transit shelter, and from a five-foot radius surrounding the shelters.

Additionally, the proposed amendment would permit the installation of six advertising kiosks on the sidewalk on upper Market Street located from Gough to Castro Streets in conjunction with each of the six transit shelters which would be located on median boarding islands serving the Muni LRV F-Line. According to Mr. Nelson, the proposed advertising Kiosks on the sidewalk would replace advertising that is currently on transit shelters on the sidewalk. As such, no additional advertising is involved in connection with the proposed kiosks. The transit shelters, which are currently on the sidewalk, would be replaced by the proposed transit shelters on the median boarding islands.

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 9 - File 64-94-19

Department: Real Estate Department
District Attorney

Item: Resolution authorizing a new lease of real property at 621 Mission Street/109 New Montgomery Street for the District Attorney's Family Support Bureau.

Location: Southeast corner of Mission and Montgomery Streets, with entrances at both 621 Mission Street and 109 New Montgomery Street.

Purpose of Lease: Office space for District Attorney's Family Support Bureau

Lessor: Edward J. Conner and Douglas C. Moore, as Co-trustees under The Conner Children Trust, No. 2

No. of Sq. Ft. and Cost/Month: Approximately 33,998 rentable square feet at \$42,497.50 per month, or \$1.25 per square foot per month. In addition, the proposed lease would provide ancillary basement storage space at no additional cost.

Annual Cost: \$509,970

Term of Lease: The proposed lease would commence the date on which tenant improvements have been substantially completed, which is expected to be by March 1, 1995, and would expire on August 30, 2002 (seven years, six months).

Utilities and Other Services Provided by Lessor: The lessor would be responsible for taxes, insurance, maintenance, water, janitorial and other building services. The City would pay its prorata share (59 percent) of any increase in operating expenses during the proposed lease term over a 1995 base year. The City would also pay electricity costs, estimated at approximately \$1,900 per month or an additional \$22,800 per year, for a total lease cost of \$532,770 per year (\$509,970 in base rent plus \$22,800 in electricity costs).

Source of Funds: Federal Health and Human Services Subvention Funds

Option to Renew: The City would have one five-year option to renew the proposed lease.

Description:

The District Attorney's Family Support Bureau (FSB) currently occupies 21,849 square feet of space at 291 Tenth Street, at an annual rent of \$639,252 (\$53,271 per month or \$2.44 per square foot per month), plus approximately \$15,060 per year for electricity costs, for a total annual cost of \$654,312. The cost of \$532,770 for the proposed lease at 621 Mission Street/109 New Montgomery Street (including electricity costs) is \$121,542 or 18.6 percent less than the cost of \$654,312 for the existing lease at 291 Tenth Street. In addition, the proposed lease, which contains 33,998 square feet, has 12,149 square feet more space, which is 55.6 percent more than the existing lease of 21,849 square feet. However, the monthly cost per square foot for the proposed lease of \$1.25 is \$1.19 less, or a reduction of 48.8 percent, from the existing lease rate of \$2.44.

According to Ms. Edwina Young, the Director of the FSB, the new space at 621 Mission Street/109 New Montgomery Street is needed for the following reasons: (1) The FSB expects to add 29 employees (five in FY 1994-95 and 24 in FY 1995-96) to its existing staff of 147 employees, for a total of 176 employees, in order have sufficient staff to perform additional State-mandated activities (See Comment No. 1), and therefore needs additional space; (2) the State is requiring the FSB to install a new inter-county computer system (See Comment No. 2) that would need to be housed in a special air-conditioned computer room which the existing lease does not provide; (3) the current location at 291 Tenth Street is not in conformity with the American with Disabilities (ADA) standards and contains asbestos; and (4) the proposed lease would provide private interview rooms to ensure confidentiality, as required by State law, whereas the existing lease provides only an open interview area.

The proposed lease would provide approximately 5,219 square feet of space on the ground floor for FSB public functions, such as waiting areas, interview stations, phlebotomist (blood-drawing) facilities, a children's playroom, a security guard and a receptionist, and would be accessed from the 621 Mission Street entrance. Approximately 28,779 square feet on the second, third and fourth floors of the building would be used for FSB program operations and would be accessed by a separate entrance at 109 New Montgomery Street.

The proposed lease is expected to commence on March 1, 1995, or approximately four months prior to the expiration of the FSB's existing lease at 291 Tenth Street. However,

under the proposed lease, the City would not pay rent for the new lease until July 1, 1995, after the expiration of the FSB's existing lease. Ms. Young advises that funding for lease payments for FY 1995-96 would be requested in the District Attorney's budget.

The lessor would provide standard office tenant improvements, estimated to cost approximately \$1 million. The City would pay for specialty tenant improvements such as metal detectors, alarm systems, security glass and computer cabling from monies included in the FSB's FY 1994-95 relocation budget of \$717,150. The estimated cost of these specialty improvements is approximately \$625,000. According to Ms. Young, 100 percent of the FSB's costs are offset by State and Federal funding.

Comments:

1. There are currently 147 FSB employees at the 291 Tenth Street location, which contains approximately 149 square feet per employee. These 147 employees would be transferred to the proposed Mission/New Montgomery Street location. Based on the 28,779 square feet on the upper three floors to be used solely by City employees, the proposed lease would provide approximately 196 square feet per employee. After the anticipated hiring of 29 additional employees in FY 1995-96, for a total of 176 employees, the proposed lease would then provide approximately 163 square feet of non-public space per employee, or 9.4 percent (14 square feet) more per employee than the existing lease.

2. As previously noted, the State is requiring that all California counties install a new inter-county computer system, the Statewide Automated Child Support System (SACSS), which would enable counties to locate parents, establish paternity, and establish and enforce the payment of child support throughout the State. In order to meet a State deadline, the computer equipment would be installed and other interior improvements would be completed by March 1, 1995.

3. According to Mr. Charlie Dunn of the Real Estate Department, the proposed rent of \$1.25 per square foot per month is the fair market value of the office space.

Recommendation: Approve the proposed lease.

Memo to Government Efficiency and Labor Committee
November 1, 1994 Government Efficiency and Labor Committee Meeting

Item 10 - File 64-94-20

Department: Real Estate Department

Item: Resolution authorizing execution of a new lease of real property at 44 Gough Street for the Department of Human Resources for occupancy during the seismic retrofit of City Hall

Location: 44 Gough Street

Purpose of Lease: Temporary relocation for the Department of Human Resources (DHR) during the seismic retrofit of City Hall

Lessor: Piazza Trading & Company, Ltd.

No. of sq. ft. and Cost/Month: 7,955 sq. ft. at \$1.00 per sq. ft. per month = \$7,955 per month

Annual Cost: \$95,460 + \$5,728 for electricity (@0.06 per sq. ft. per month) = \$101,188

% Increase over 1992-93: New Lease

Term of Lease: January 1, 1995, through June 30, 1998 (3 $\frac{1}{2}$ years)

Utilities and Janitor Provided by Lessor: Yes, except electricity

Source of Funds: Earthquake Safety Program (ESP-II) Bond Funds

Comments:

1. Currently, the Department of Human Resources occupies offices at City Hall, but must vacate in order to allow for the seismic retrofit at the City Hall building. The DHR also currently leases approximately 27,000 at 44 Gough Street, and the proposed lease would enable the DHR to lease an additional 7,955 sq. ft. at that address, bringing the total amount of square footage to be occupied by DHR at 44 Gough Street to 34,955 sq. ft.
2. Mr. Gary King of the DHR advises that, as part of the move required by the City Hall seismic retrofit, the DHR has reorganized and consolidated its operations and staff in preparation for occupancy of the additional 7,955 sq. ft. at 44 Gough Street under the proposed lease. Mr. King states

that 19 employees¹ currently occupy 6,681 sq. ft. at City Hall, approximately 40% of which is devoted to the storage of employee records and the housing of reprographic (printing and binding) equipment. Of the City Hall space devoted to offices, 4009 sq. ft., there is an average of 211 sq. ft. per employee.

3. Of the 19 employees currently at City Hall, 16 would relocate to the new 7,955 sq. ft. space at 44 Gough Street. In addition to the 16 employees, this space would also house reprographic equipment, training centers, and conference rooms. Approximately 3,670 of the proposed new space would be used for offices for the 16 employees from City Hall plus 3 additional employees who are now located in the currently leased office space at 44 Gough Street, for an average of 193 sq. ft. per employee, or 18 sq. ft. per employee less than the space the DHR currently occupies at City Hall.

4. The remaining 3 employees who would move from City Hall would occupy office space in the existing 27,000 sq. ft. at 44 Gough Street, along with approximately 80 other DHR employees. Of that 27,000 sq. ft., 10,320 sq. ft. is devoted to meeting and training rooms, leaving 16,680 sq. ft. for office space, or 201 sq. ft. per employee.

5. The lease provides for two options to continue the lease agreement for two years beyond June 30, 1998, at 95% of the market rate in effect at the beginning of each new year. In addition, the lease specifies that no rent increase for any reason shall be permitted during the term, and that the City enjoys a right of first refusal in the event of a potential purchase of the building by a third party.

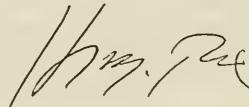
6. The lease provides that the Landlord, Piazza Trading & Company, Ltd., will complete necessary tenant improvements, which will cost up to an amount of \$60,000, and that the City shall be responsible for improvements in excess of \$60,000. The limit on the amount the landlord will be required to spend on tenant improvements was established in lease negotiations due to the fact that the improvements primarily benefit the City, and that the landlord may have to remove these improvements for a future tenant. Mr. Steve Legnitto of the Real Estate Department states that

¹ Mr. King advises that 20 DHR employees relocated from City Hall to the currently leased space at 44 Gough Street building on September 30, 1994, and that under the proposed lease the remaining 19 DHR employees would move from City Hall to the new leased space on January 1, 1995.

the DHR's plans for the space are not yet complete, but that if the cost of the tenant improvements exceeds the \$60,000 allowance stipulated in the proposed lease, the funding would be provided from the ESP-II bond appropriation, subject to appropriation approval by the Board of Supervisors.

7. Mr. Legnitto stated that the negotiated rental rate stipulated in the proposed lease falls at the low end of the range of fair market rates for the area surrounding 44 Gough Street. The rental rate paid by the City for the space it currently occupies at 44 Gough Street was lowered to \$1.00 per sq. ft. from \$1.15 per sq. ft. a result of negotiations between the City and the holder of the property's mortgage, California Medical Association Properties, after the 44 Gough Street property went into foreclosure in early 1993 following bankruptcy of its former owner, Taldan Investment Company. The property was purchased by Piazza Trading, the current owner, on November 9, 1993.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

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CALENDAR

GOVERNMENT EFFICIENCY & LABOR COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

SPECIAL MEETING

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PUBLIC LIBRARY

THURSDAY, NOVEMBER 3, 1994-1:00 PM City Hall, Second Floor, Room 228

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

* * * * *

Disability Access

The Board of Supervisors Committee Meeting Room (228) and the Legislative Chamber of the Board are on the second floor of City Hall.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 235 staff.

The following services are available on request 72 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

1. File 176-94-3. [Chief Probation Officer] Motion directing the Clerk of the Board to send a letter urging the Mayor to urge the Juvenile Probation Commission to delay any administrative or policy changes until the Ethics Commission has completed its investigation as to whether violations of the Brown Act and/or Sunshine Ordinance have occurred with regard to the Commission's consideration of the status of the Chief Probation Officer and the Commission has completed its own evaluation process, and the Juvenile Probation Commission completes the study of and conducts a hearing on the recommendations of the Juvenile Justice Task Force; further directing the Clerk of the Board of Supervisors to ascertain opinions from judges of the Juvenile Courts as to whether they would like to have input before administrative or policy changes are made at the Youth Guidance Center (YGC); further directing the Clerk of the Board of Supervisors to request that the Civil Service Commission develop a plan for recruiting and retaining Juvenile Probation Officers so they more appropriately reflect the juvenile population on probation and at the YGC; further directing the Clerk of the Board of Supervisors to urge the Mayor to urge the Human Rights Commission to investigate alleged racial and other forms of harassment on the part of the Juvenile Probation Commission. (Supervisors Hallinan, Alioto, Kennedy, Migden, Shelley)

ACTION:

Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

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BOARD of SUPERVISORS

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City Hall
San Francisco 94102
554-5184

NOTICE OF CANCELLED MEETING

GOVERNMENT EFFICIENCY AND LABOR COMMITTEE

NOTICE IS HEREBY GIVEN that the regularly scheduled meeting of the Government Efficiency and Labor Committee for Tuesday, November 15, 1994, at 1:00 p.m. in Room 228, City Hall has been cancelled.

John L. Taylor
John L. Taylor
Clerk of the Board

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Government Efficiency and Labor Committee
San Francisco Board of Supervisors
City Hall, Room 235
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GOVERNMENT EFFICIENCY & LABOR COMMITTEE

BOARD OF SUPERVISORS

CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

TUESDAY, DECEMBER 6, 1994-1:00 PM

City Hall, Second Floor, Room 228

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

* * * * *

Disability Access

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CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item:

- a. File 38-94-16. [Gift Acceptance] Resolution accepting a gift from the Walter and Josephine Landor Revocable Trust for use by the S.F. Airport. (Airports Commission)

ACTION:

- b. File 89-94-17. [SDI Coverage] Resolution authorizing enrollment of Classification(s) 9382 Government and Public Affairs Manager, in the State Disability Insurance Program. (Department of Human Resources)

ACTION:

- c. File 194-94-3. [Private Grant, Corporation of Supportive Housing] Resolution authorizing the City Attorney to apply for retroactively, accept and expend \$15,000 from the Corporation of Supportive Housing, for the Code Enforcement Section of the City Attorney's Office, and waiving indirect costs. (City Attorney)

ACTION:

- d. File 140-94-1. [FEMA Grant] Resolution authorizing the S.F. Fire Department to apply, accept and expend \$20,000 from the Federal Emergency Management Agency (FEMA) for a computerized fire incident reporting system; waiving indirect costs; and ratifying action previously taken. (Fire Commission)

ACTION:

- e. File 172-94-42. [Mutual Aid Agreement] Resolution approving the mutual aid agreement between the S.F. Fire Department and the Golden Gate National Recreation Area for fire protection services. (Fire Commission)

ACTION:

- f. File 143-94-9. [Grant, Youth Gangs Drug Prevention Program] Resolution authorizing Chief of Police of San Francisco to apply for, accept and expend funds of \$100,000 through the Administration on Children, Youth and Families for a project entitled "Youth Gangs Drug Prevention Program". (Police Commission)

ACTION:

- g. File 146-94-19.1. [Federal Grant, 1993 AIDS Case Definition Project] Resolution authorizing Dept. of Public Health, AIDS Office, to accept and expend supplemental grant funding of \$61,000, with indirect costs of \$7,783 based on 20% of salaries, from Health & Human Services, Centers for Disease Control and Prevention, to fund additional activities in the evaluation of the impact of the 1993 AIDS Case Definition Project; providing for ratification of action previously taken. (Supervisor Alioto)

ACTION:

- h. File 146-94-31. [State Grant, Hazardous Materials Equipment] Resolution authorizing the Dept. of Public Health, Bureau of Toxics, Health, & Safety Services, to apply for retroactively and accept and expend a grant of \$5,000, with indirect costs of \$555, based on 11.1% of direct costs from the California Environmental Protection Agency, Department of Toxics Substances Control, for hazardous materials emergency response equipment; providing for ratification of action previously taken. . (Department of Public Health)

ACTION:

- i. File 143-94-10. [Federal Grant, Project Read Student Support] Resolution authorizing the City Librarian to accept and expend \$34,997 available from the U.S. Dept. of Education for a Project Read Student Support Program, including indirect costs of five percent. (Supervisor Leal)

ACTION:

- j. File 143-94-11. [Federal Grant, Project Read Tutor Support] Resolution authorizing the City Librarian to accept and expend \$29,058 available from the U.S. Dept. of Education for a Project Read Tutor Support Program, including indirect costs of five percent. (Supervisor Leal)

ACTION:

- k. File 146-94-1.1. [Release of Reserved Funds] Hearing requesting release of reserved funds, Department of Public Health, Homeless Programs, in the amount of \$52,837, to purchase furniture for newly renovated Tom Waddell Clinic and provide clinical testing equipment and supplies for the psychotherapy assessment and treatment of homeless children suffering from stress syndromes. (Department of Public Health)

ACTION:

REGULAR CALENDAR

2. File 97-94-37.2. [Gender Identity Discrimination] Draft ordinance adding Article 46 to the Police Code to prohibit discrimination based on gender identity in employment, public accommodations, educational institutions and housing and amending Chapters 12A, 12B and 12C of the Administrative Code by amending Sections 12.A.1, 12.A.2, 12.A.3, 12.A.5, 12.A.6, 12.A.8, 12.B.1, 12.B.2, 12.C.1, 12.C.2, and 12.C.3 to make discrimination based on gender identity an unfair neighborhood practice, and to prohibit discrimination on the basis of gender identity in City contracts. (Supervisors Hallinan, Alioto, Bierman)

ACTION:

3. File 161-94-1.1. [Redevelopment Agency Quarterly Reports] Hearing to consider quarterly reports of the Redevelopment Agency's fiscal condition and performance and of all temporary personnel assignments that have been extended or may be extended beyond six months. (Supervisor Hallinan)

ACTION:

4. File 176-94-8. [UCSF Contracting Out, Warehouse Services] Hearing to consider the affirmative action implications and the effects on University of California, San Francisco, employees of contracting out warehouse services at UCSF. (Supervisors Hallinan, Alioto)

ACTION:

5. File 229-94-2.1. [Citywide Radio Communication System Master Agreement] Resolution approving the form and authorizing the execution and approval of amended and restated Master Agreement between the City & County of San Francisco and Motorola Communications and Electronics, Inc; approving modifications to Master Agreement; granting general authority to City officials to take necessary actions in connection with the execution and approval of the Master Agreement; and ratifying actions previously taken. (Supervisor Hallinan)

ACTION:

6. File 112-94-3.2. [Public Notice During Newspaper Strike Report] Motion requesting the Director of Purchasing to appear before the Board of Supervisors at its meeting of 11/14/94 to explain the extent to which the S.F. Examiner has been published, circulated and distributed during the ongoing labor dispute at the S.F. Newspaper Agency, in order to determine whether the letter and/or the intent of City and County public notice requirements may have been violated and whether the S.F. Examiner has violated its contract with the City and County of San Francisco as its designated official newspaper. (Supervisor Hallinan)
(Referred from Board Meeting of 11/21/94)

ACTION:

7. File 112-94-1.2. [Withdrawal of Official Newspaper contract] Hearing to consider the feasibility of withdrawing the contract with the Examiner as the official newspaper for legal advertising of the Board of Supervisors meetings, to determine if the Examiner violated the contract, to consider the displacement of youth carriers, and to determine if and when the drivers will be called back to work. (Supervisor Kennedy)

ACTION:

8. File 121-94-11. [Compensation, Advisory Committee, Street Artists] Ordinance amending Police Code Section 2402 to provide for compensation to members of the Advisory Committee of Street Artists and Craftsmen Examiners from \$50 to \$80 for each meeting attended and each visit to the studio or workshop of an applicant. (Supervisor Hallinan)

ACTION:

9. File 12-94-34. [Campaign Contributions] Resolution urging the City's State Legislative Delegation to introduce and support legislation limiting the amount a campaign committee which is controlled by a state officeholder or candidate can accept to \$500 per individual contributor. (Supervisors Hsieh, Alioto)
(Consideration continued from 11/1/94)

ACTION:

10. File 93-94-32. [DSS Inclusion in County Consortium] Resolution authorizing the Department of Social Services's inclusion and participation in the Memorandum of Understanding between the California Department of Social Services and the County Welfare Directors Association as the representative of the California Consortium of Welfare Departments. (Supervisor Kaufman)

ACTION:

11. File 222-94-6. [Secondary Employment, Civil Service Rule 29] Resolution urging the Mayor to direct the Human Resources Director and urge the Civil Service Commission to enforce Civil Service Commission Rule 29 and to establish and enforce criteria for secondary employment and independent contractors to ensure that such activities will not be contrary to the interests of the City service. (Supervisor Leal)
(Consideration continued from 10/4/94)
(Chair may entertain a motion to continue this item.)

ACTION:

12. File 222-94-6.1. [Secondary Employment While on Compensatory Time] Resolution urging the Mayor to urge the Civil Service Commission to amend its rules to prohibit secondary employment while receiving compensatory time off pay. (Supervisor Leal)
(Consideration continued from 10/4/94)
(Chair may entertain a motion to continue this item.)

ACTION:

13. File 27-94-16. [Airport-Lease Modification/Trans World Airlines, Inc.] Ordinance approving Modification No. 4 of Lease & Use Agreement between Trans World Airlines and City & County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION:

14. File 106-94-2. [Prevailing Wage Rates, Private Employment] Resolution fixing highest generally prevailing wage rates, private employment on public contracts. (Department of Human Resources)

ACTION:

15. File 65-94-17. [Lease, Port, Bundox Restaurant, Inc. dba Waterfront] Ordinance approving lease agreement between Bundox Restaurant, Inc., dba as Waterfront Restaurant and the City & County of San Francisco, operating by and through the S.F. Port Commission for restaurant redevelopment and expansion at Pier 7 1/2 (Broadway and The Embarcadero); companion measure to File 65-94-17.1. (Port)

ACTION:

16. File 65-94-17.1. [Final Negative Declaration, Waterfront Restaurant] Resolution adopting Final Negative Declaration, finding and determining that the proposed expansion of the Waterfront Restaurant, reconfiguration of the Finger Pier at Pier 7 1/2 and provision of public access will have no significant impact on the environment, and adopting and incorporating findings of Final Negative Declaration; companion measure to File 65-94-17. (Port Commission)

ACTION:

17. File 172-94-39. [Hold Harmless and Net Negotiated Amount Agreement] Resolution authorizing Dept. of Public Health, Community Substance Abuse Services, to enter into a hold harmless and Net Negotiated Amount agreement retroactive to 7/1/94 for the term 7/1/94 through 6/30/97 with the State of California, Department of Alcohol and Drug Programs as a condition of receiving State funds for substance abuse treatment; authorizing and designating Larry Meredith, Ph.D., Director of Substance Abuse Services to sign said agreement and to approve contract amendments for transfers of less than 10% of the contracted amount. (Department of Public Health)

ACTION:

18. File 172-94-38. [Contract, DPW-Lotepro Corporation] Resolution authorizing limitation of liability clause in contract between the Dept. of Public Works and Lotepro Corporation for operations consulting services, maintenance and troubleshooting associated with cryogenic generating plant. (Department of Public Works)

ACTION:

19. File 172-94-43. [Lease Agreement, Self Help for the Elderly] Resolution approving a lease agreement between the City and Self Help for the Elderly to provide for meal and recreation services for seniors at the South Sunset Recreation Center. (Recreation and Park Department)

ACTION:

20. File 51-94-3. [Employee Claims] Hearing transmitting claims of employees, various departments, for reimbursement for personal property damaged and/or stolen in the line of duty. (Various Departments)
(July 1, 1994 - September 30, 1994)

ACTION:

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below, these lawsuits involving the City and County of San Francisco. This motion was made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

21. File 45-94-62. [Settlement of Litigation] Ordinance authorizing settlement of litigation of Jose G. Garcia and Daniel F. Salazar, et al., against the City and County of San Francisco by payment of \$14,000. (Superior Court No. 956-640) (City Attorney)

ACTION:

22. File 45-94-63. [Settlement of Litigation, Faina Yarmolinskaya] Ordinance authorizing settlement of litigation of Faina Yarmolinskaya against the City and County of San Francisco by payment of \$40,000. (Superior Court No. 955-830) (City Attorney)

ACTION:

23. File 45-94-64. [Settlement of Litigation, Joseph Koram] Ordinance authorizing settlement of litigation of Joseph Koram against the City and County of San Francisco by payment of \$10,000. (Superior Court No. 951-953) (City Attorney)

ACTION:

24. File 45-94-65. [Settlement of Litigation, Beria Tasby & Alton Hardy] Ordinance authorizing settlement of litigation of Beria Tasby and Alton Hardy against the City and County of San Francisco for a total payment of \$7,268.10. (Municipal Court No. 052-601) (City Attorney)

ACTION:

25. File 46-94-13. [Settlement of Lawsuit/Barbara Tagle v. Lynch & Sons] Ordinance authorizing settlement of Barbara Tagle v. Lynch & Sons, et al., upon receipt of the sum of \$6,900 and dismissal of complaint. (Superior Court No. 9442764) (City Attorney)

ACTION:

26. File 46-94-14. [Settlement of Lawsuit, Donna Briggs] Ordinance authorizing settlement of Donna Briggs v. Georgia Greiner, et al., upon receipt of the sum of \$3,500 with credit rights and dismissal of cross-complaint, and satisfaction of lien. (Superior Court No. 949-197) (City Attorney)

ACTION:

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102

IMPORTANT HEARING NOTICE!!!

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Public Library, Documents Dept.
OF SAN FRANCISCO
ATTN: Jane Judson

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642
December 2, 1994

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TO: Government Efficiency and Labor Committee
FROM: Budget Analyst
SUBJECT: December 6, 1994 Government Efficiency and Labor Committee Meeting

Item 1a - File 38-94-16

Department: Airports Commission

Item: Resolution accepting a gift from the Walter and Josephine Landor Revocable Trust for use by the San Francisco International Airport

Description: The proposed resolution would authorize the acceptance of the Landor Collection of Packaging Antiquities from the Walter and Josephine Landor Revocable Trust. A portion of the collection has been on display at the San Francisco International Airport South Terminal since February of 1994. Pursuant to an agreement to be signed by the City and the trustee of the collection, the items will be used in the Airport's Exhibition and Cultural Education Program and will be exhibited throughout the Airport on a rotating basis. The agreement stipulates that the collection will become the property of the City, and that the City will assume responsibility for storage and maintenance costs of the collection.

The Landor collection consists of commercial packaging materials, including containers made of tin, cardboard, and glass. These containers trace the evolution of packaging design from the turn of the century to the present. There are also some ancient packaging containers in the collection, including some Roman pieces that are about 2,000 years old.

According to an appraisal from the Cooper-Hewitt National Museum, the value of the collection is approximately \$800,000.

Walter Landor is the founder of Landor Associates, a design firm which specializes in the air travel industry. The firm designed the interior of the North Terminal at the San Francisco International Airport in 1979.

Comment: Mr. John Martin, Deputy Director of Airports, Business and Finance, advises that no detailed estimate of the maintenance cost the collection is available, but that it is likely to be under \$20,000 per year. Mr. Martin states that maintenance costs of the collection will be entirely absorbed by existing Airport resources.

Recommendation: Approve the proposed resolution.

Item 1b - File 89-94-17

Departments: Port of San Francisco
Public Utilities Commission

Item: Resolution authorizing enrollment of Classification 9382 Government and Public Affairs Manager in the State Disability and Insurance Program.

Description: 1. The proposed resolution will authorize enrollment of Classification 9382, Government and Public Affairs Manager, in the Department of Human Resources in the State Disability and Insurance (SDI) Program. The cost of the SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost the City as the Controller's payroll/personnel system is programmed to include this deduction.

2. SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.3 percent of the first \$31,767 of gross salary for each employee, with a maximum of \$412.97 annually. While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

3. The following classification, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
9382	Government and Public Affairs Manager	2

One of the two above-noted employees is assigned to the Port and the other is assigned to the Public Utilities Commission, Hetch Hetchy Water and Power.

4. The Employee Relations Division reports that it has received a petition requesting coverage signed by the only

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 6, 1994 Government Efficiency and Labor Committee Meeting

two employees in the Government and Public Affairs
Manager classification.

Recommendation: Approve the proposed resolution.

Item 1c - File 194-94-3

Department: City Attorney

Item: Resolution authorizing the City Attorney to apply for retroactively, accept and expend a grant in the amount of \$15,000 from the Corporation of Supportive Housing for revision, printing and distribution of a residential hotel training manual by the Office of the City Attorney, and residential hotel management training by San Francisco Safety Awareness For Everyone (SAFE), a non-profit organization

Grant Amount: \$15,000

Grant Period: January 1, 1995 to December 31, 1995

Source of Funds: Corporation of Supportive Housing

Project: The revision, printing and distribution of a management training manual, and the provision of training seminars for residential hotel owners and operators in City neighborhoods containing residential hotels

Description: The City Attorney advises that subsequent to the submission of the proposed legislation, the Corporation of Supportive Housing has advised that the amount of funds to be allocated to the City is \$12,106 instead of \$15,000, due to an addition error.

The proposed grant from the Corporation of Supportive Housing, a non-profit organization, would fund the continuation of a pilot project in which a Residential Hotel Management Manual was developed by the San Francisco City Attorney's Code Enforcement Task Force, in March of 1994, and has been used for training in the Tenderloin, Mission and South of Market neighborhoods. The Code Enforcement Section of the Office of the City Attorney conducted the training during 1994.

The proposed grant would fund the revision, printing and distribution of additional copies of the Residential Hotel Management Manual to be completed by the Office of the City Attorney, and would fund additional training using the manual to be conducted by San Francisco SAFE in 1995. San Francisco SAFE is a non-profit crime prevention organization that has agreed to work with the Office of the City Attorney to continue the residential hotel training program.

BOARD OF SUPERVISORS
BUDGET ANALYST

The manual and seminars focus on the need to improve property management and thus improve housing conditions at residential hotels. In addition, the manual and seminars focus on ways to deliver social services to tenants of these residential hotels.

Budget:

Office of the City Attorney

Reproduction of manual (350 copies)	\$1,986
Reimbursement for Staff time to revise training manual - 48 hours @ \$95 per hour	4,560
Postage for mailing notices of the training schedule and mailing copies of the updated manual	1,041
<u>Miscellaneous</u>	
Newspaper advertising (4)	482
Refreshments at training seminars	<u>200</u>
Total - Office of the City Attorney	\$8,269

Budget - San Francisco SAFE

72 hours @ \$20 per hour for:

Four training seminars including preparation time (56 hours)	\$1,120
Neighborhood outreach (64 hours)	1,280
Follow-up and evaluation (52 hours)	1,040
Fringe Benefits	367
Mileage reimbursement	<u>30</u>

Total - San Francisco SAFE \$3,837

Total - Grant Request \$12,106

Required Match: none

Indirect Costs: none

Comments:

1. Ms. Ilene Dick, Deputy City Attorney, advises that the Residential Hotel Management Manual and training seminars are part of the educational strategy developed by the City Attorney's Code Enforcement Task Force. The intent of the manual and training seminars is to make owners of residential hotels aware of the economic benefits of active and professional property management in comparison to the costs of litigation due to property neglect.

2. The City Attorney's Code Enforcement Task Force was formed in 1990 by the City Attorney and includes a representative from the Fire Department, Police Department, Department of Public Health, Department of City Planning, the Bureau of Building Inspection, and the Office of the City Attorney. The purpose of the Task Force is to encourage property owners to maintain their residential rental properties in accordance with the City's Housing and Building Codes.

3. Ms. Dick states that the Corporation of Supportive Housing is a non-profit agency which provides assistance to governmental agencies and housing developers in the promotion of housing and social services for tenants with special needs, including drug rehabilitation counseling, career counseling, and financial management.

4. The proposed resolution should be amended to correct the error and request for approval to retroactively apply for, accept and expend \$12,106, instead of \$15,000 as currently stipulated in the proposed resolution.

5. Ms. Dick advises that the Office of the City Attorney has already applied for the grant funds. As such the proposed legislation provides for the Office of the City Attorney to apply for these grant funds retroactively.

6. The Office of the City Attorney has completed a Disability Access Checklist for the proposed grant program, which is in the Clerk of the Board's file.

7. A summary of the grant program, as completed by the Office of the City Attorney, is attached.

- Recommendations:**
1. Amend the proposed resolution by changing the amount of the grant from \$15,000 to \$12,106.
 2. Approve the proposed resolution, as amended.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: OFFICE OF CITY ATTORNEY

Contact Person: MARY JANE SYLVIA Telephone: 554-4251

Project Title: RESIDENTIAL HOTEL TRAINING MANUAL

Grant Source: CORPORATION FOR SUPPORTIVE HOUSING

Proposed (New / Continuation) Grant Project Summary: NEW

The City Attorney's Office is seeking funding the amount of \$15,000 to support the reproduction, distribution and training costs of a publication prepared by the Code Enforcement Section. The publication, entitled Residential Hotel Management Manual -- A Resource Guide for Property Managers is used in training sessions on property management sponsored by the City Attorney's Office for residential hotel owners and operators.

The Manual was produced to educate private, for-profit property owners and residential hotel operators about the responsibilities for property management. The Code Enforcement Task Force, through its monitoring, investigating, and enforcement activities has established relationships with owners and operators of these residential hotels. Therefore, the Code Enforcement Task Force is in a unique position to distribute the Manual in this segment of the housing market. The Task Force couples the Manual with a management training seminar for owners and operators. The seminar trains property managers in the use of the Manual as a practical plan to maintain their buildings safe for human habitation. The suggested maintenance plan is intended to be practical and pragmatic. Participants of the seminar receive a copy of the Manual free of charge.

Amount of Grant Funding Applied for: \$15,000 - amount received \$12,106

Maximum Funding Amount Available: UNKNOWN

Required Matching Funds: NONE

Number of Positions Created and Funded: 120 HOURS OF EXISTING STAFF TIME

Amount to be Spent on Contractual Services: NONE

Will Contractual Services be put out to Bid? NOT APPLICABLE

Grant Application Information Form
Page 2

Term of Grant: UNKNOWN

State Department Notified of Available funds: SEPTEMBER 1994

Application Due Date: OCTOBER 17, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

FUNDING GUIDELINES HAVE NOT BEEN ISSUED AT THIS TIME. THE GRANTOR MAY ISSUE
GUIDELINES PENDING REVIEW OF FUNDING REQUEST.

X Luc H. R.
Department Head Approval

Item 1d File 140-94-1

Department: Fire Department

Item: Resolution authorizing the San Francisco Fire Department to apply for, accept and expend \$20,000 from the Federal Emergency Management Agency (FEMA) for a computerized National Fire Incident Reporting System, waiving indirect costs, and ratifying action previously taken.

Grant Amount: \$20,000

Grant Period: December, 1994 to December, 1995

Source of Funds: Federal Emergency Management Agency (FEMA)

Description: The proposed grant funds would be used by the Fire Department to purchase computer hardware and software to enable the Fire Department to submit fire data in a timely and consistent manner to the National Fire Incident Reporting System (NFIRS). The Fire Department advises that the NFIRS is a integral part of the United States Fire Administration's (USFA's) effort to collect and analyze information concerning local emergency responses by fire departments throughout the United States. According to the Fire Department, the resulting incident and casualty information is used by the USFA to determine the character and magnitude of the fire problem in the United States in sufficient detail to (1) guide fire protection decisions at all levels of government, as well as private industry and (2) help suggest solutions to identified problems.

The Fire Department reports that, currently, the Department submits fire information data to the State Fire Marshall on a monthly basis. At present, according to the Fire Department, all such data is transmitted manually and then must be entered electronically by the State Fire Marshall before it can be submitted to the USFA, resulting in delays in the information being transmitted to the Federal level and a lack of timely access to this data by the Fire Department itself.

Budget: The proposed grant funds in the amount of \$20,000 would be used to purchase two personal computers and related hardware and software, as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 6, 1994 Government Efficiency and Labor Committee Meeting

Personal Computers (2 @ \$2,875 each)	\$5,750
Printers (2 @ \$710 each)	1,420
Related Hardware	10,240
Software	<u>1,020</u>
Subtotal	\$18,430
Sales Tax (8.5 %)	<u>1,570</u>
Total	\$20,000

Required Match: None

Indirect Costs: None - The grantor does not allow these grant funds to be used for the payment of indirect costs.

Comments: 1. The Fire Department has received approval from the Electronic information Processing Steering Committee (EIPSC) for the purchase of the above-noted computer equipment and software.

2. The Fire Department advises that the application for the proposed grant funds has already been submitted. As such, the proposed legislation provides for ratification of action previously taken.

3. Attached is a grant summary, as prepared by the Fire Department, for the proposed grant funds.

4. A Disability Access Checklist has been prepared for the proposed grant funds and is on file with the Clerk of the Board's Office.

Recommendation: Approve the proposed resolution.

File No. _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: Fire

Contact Person: Battalion Chief James Troshong Telephone: 861-8000x272

Project Title: National Fire Incident Reporting System (NFIRS 5) Startup

Grant Source: Federal Emergency Management Agency (FEMA)

Proposed (New / Continuation) Grant Project Summary:

This is a one time \$20,000 grant from the Federal Emergency Management Agency (FEMA) to fire departments and state fire marshals throughout the country to purchase computer hardware and software. This purchase will allow these entities to submit timely and accurate fire information to the National Fire Incident Reporting System (NFIRS). This equipment will also allow the reporting agencies to try new fire reporting software now being developed through NFIRS when it is released sometime next year. This grant requires no funds to be expended by the applying agency; all costs will be paid by FEMA for the needed purchases.

Amount of Grant Funding Applied for: \$20,000

Maximum Funding Amount Available: \$20,000

Required Matching Funds: 0

Number of Positions Created and Funded: 0

Amount to be Spent on Contractual Services: 0

Will Contractual Services be put out to Bid? Not Applicable

Item 1e - File 172-94-42

- Department:** San Francisco Fire Department
- Item:** Resolution approving a mutual aid agreement between the San Francisco Fire Department and the Golden Gate National Recreation Area for fire protection services.
- Description:** This proposed resolution authorizes the San Francisco Fire Department (SFFD) to enter into an agreement with the Golden Gate National Recreation Area (GGNRA) of the National Park Service to provide mutual assistance in an emergency. Under a mutual aid agreement, upon request, a jurisdiction will provide immediate help to another jurisdiction to suppress a fire or assist with any other emergency situation, if equipment and staff are available. Chief Jim Olson of the Fire Department states that it is the policy of the SFFD and the National Park Service to enter into mutual aid agreements whenever practicable.
- Comments:**
1. Chief Olson reports that the Fire Commission has approved the proposed mutual aid agreement between the SFFD and GGNRA.
 2. According to Chief Olson, the SFFD previously had a mutual aid agreement with the Army for the Presidio area. Since jurisdiction of the Presidio was transferred from the Army to the GGNRA on October 1, 1994, it has now become necessary to enter into a new Mutual Aid Agreement for the Presidio area.
 3. Chief Olson reports that normal costs for services to suppress a fire or assist with any other emergency situation under this Mutual Aid Agreement provided by either party will not be reimbursed. Chief Olson adds that the SFFD is entitled to seek reimbursement from the Federal government under Section II of the Federal Fire Prevention and Control Act of 1974 for any extraordinary fire fighting costs incurred while assisting with emergency situations on Federal government property. The Federal government would then make a determination as to which extraordinary costs would be reimbursed.
- Recommendation:** Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1f - File 143-94-9

Department: San Francisco Police Department

Item: Resolution authorizing the Chief of Police of the City and County of San Francisco to apply for, accept and expend a grant in the amount of \$100,000 from the U.S. Department of Health and Human Services, Administration on Children, Youth and Families for a project entitled "Youth Gangs Drug Prevention Program."

Grant Amount: \$100,000

Grant Period: October 1, 1994 through September 30, 1995

Source of Funds: United States Department of Health and Human Services (HHS), Administration on Children, Youth and Families.

Project: Youth Gangs Drug Prevention Program

Description: The proposed resolution would authorize the Chief of Police to apply for, accept and expend a grant in the amount of \$100,000 from the Federal Department of Health and Human Services for a youth gang drug prevention planning program in the City's Western Addition.

Working with community-based organizations, the Police Department will carry out a survey and consultation process to; a) assess the resources and needs related to prevention of youth gang and drug activity within the Western Addition, b) coordinate existing resources and services in this area, and, c) develop a comprehensive plan to meet the needs of youth and families for services related to prevention of gang and drug activity. According to Sergeant Bruce Frediani of the Police Youth Programs Unit, this project has been proposed in response to increased youth gang and drug activity in the Western Addition and the need for more alternatives to gang and drug activity to be made available to neighborhood youth.

The six community-based organizations which have been selected to work with the Police Department on this project are the Western Addition YWCA, the Western Addition Society, the Ella Hill Hutch Community Center, the Booker T. Washington Community Center, the Korean Association of Women Artists, and the Japanese Cultural Society. These organizations will oversee a survey of groups of youth ages 9 to 18 regarding their needs, report on the data gathered, and work with a project Steering Committee to

BOARD OF SUPERVISORS
BUDGET ANALYST

develop a "community-responsive implementation plan aimed at supporting families and youth in the avoidance of drugs and gangs."

Upon successfully completing the neighborhood survey and planning process proposed under this grant, the City would become eligible for funding to carry out the plan developed during the project of up to \$750,000 annually for five years from the Federal Department of Health and Human Services.

Budget: The budget for the Youth Gang Drug Prevention Program, for the period October 1, 1994 to September 30, 1995, is as follows:

Personnel

Project Director (.45 FTE Police Sergeant)	\$26,000	
Clerical (.25 FTE)	<u>8,000</u>	
Sub-total Personnel		\$34,000

Travel (See Comment No. 2)

Airfare (\$460/ticket to Washington, 5 staff)	2,300	
Hotel (\$113/night, 4 nights)	452	
Per diem (\$36/day, 5 staff, 5 days)	900	
Transportation to and from Airport	230	
Contingency	<u>3,068</u>	
Sub-total Travel		\$7,000

Consultants

Clerical/Data Collection (67 hours, \$30/hr.)	2,000	
Survey Design (108 hours, \$100/hr.)	10,800	
Surveyors (180 staff @ 30 hours, \$5/hr.)	27,000	
Survey Supervisors (1,350 hours, \$7/hr.)	9,450	
Grant Writing (85 hours, \$45/hr.)	3,825	
Data Entry/Analysis (127 hours, \$95/hr.)	<u>12,000</u>	
Sub-total Consultants		\$65,075

<u>Community-Based Organization Honoraria*</u>	12,000	
<u>Data collection computer, modem, software</u>	3,600	
<u>Office and Computer Supplies</u>	3,658	
<u>Indirect Costs</u>	6,667	
<u>Audit</u>	<u>2,000</u>	

TOTAL		\$134,000
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* Honoraria of \$2,000 are to be paid to each of the six community-based organizations involved in the project to help cover their costs in recruiting surveyors, training, transportation, and assessments involved in the conduct of the survey.

Required Match: \$34,000 (in-kind, included in Police Department's Fiscal Year 1994-95 budget)

Indirect Costs: \$6,667 (5 percent of total)

- Comments:**
1. The Police Department advises that the application for these grant funds has already been submitted and the Department was notified that funding had been awarded to the City in September of 1994. The Department further advises that they began work on the project on October 1, 1994. Therefore, the proposed resolution should be amended to provide for authorization to apply for, accept, and expend these grant funds retroactively.
 2. Sergeant Frediani of the Police Department advises that the grantor for this project requires that five project participants including two Police Department staff, one consultant and two representatives from community-based organizations make one trip to Washington, DC for consultation with HHS staff. Accommodation costs for 4 of the 5 participants in the trip are being paid by HHS directly and do not appear in this budget. HHS also requires that estimated funding for a second possible trip, with fewer participants, be included as a contingency in the grant budget.
 3. Data collection, grant writing and note-taking/data entry for this contract will be done by the firm of Pittman and Haynes, a City-certified MBE/WBE. The survey design consultant is Ms. Bernadine Lucky, whose previous experience is with the National Council on Alcoholism and Drug Abuse, but who is not a City-certified MBE/WBE. The surveyors and survey supervisors will be individuals from the Western Addition community who are recruited by the community-based organizations listed above.
 4. The disability access checklist is in the Clerk of the Board's file.
 5. Attached is a grant summary, as prepared by the Police Department.

- Recommendations:**
1. Amend the proposed resolution to provide for retroactive authorization to apply for, accept and expend the grant funds.
 2. Approve the proposed resolution, as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Letter of Intent to File a Grant Application
(submitted in triplicate)

The Board of Supervisors
Attn: Clerk of the Board

Request for authorization to submit a grant application as described
below:

Department: San Francisco Police Department

Contact Person: Bruce F. Frediani, Sergeant

Project Title: Youth Gangs Drug Prevention Program

Project Source: Administration on Children, Youth, and Families (US
Department of Health and Human Services.)

Project Type: New / ~~Continuation~~ Grant Project Summary:

The SFPD's Youth Programs Division, in collaboration with several community based organizations and 17 city departments is requesting funding for a youth gang drug prevention planning process targeting 9-12 year old residents of the Western Addition. This neighborhood has experienced a demonstrable increase in youth gangs and drugs despite increasing attempts to impact these problems.

The planning process incorporates a community driven approach to plan for 1.) assessing resources and needs within the Western Addition; 2.) coordinating existing resources and services; 3.) developing a comprehensive community mobilization and implementation plan aimed at filling the gaps and barriers to service for youth and families. Upon successful completion of this process the city would become eligible to apply for implementation funding in the amount of \$750,000 per year for each of five consecutive years.

Amount of Grant Funding Applied for: \$100,000

Maximum Funding Amount Available: \$100,000

Required Matching Funds: \$34,000

Number of Positions Created and Funded: 220

Amount to be Spent on Contractual Services: \$40,617

Contractual Services be put out to Bid? No

of Grant: October 1, 1994 through September 30, 1995

Department Notified of Available funds: June 2, 1994

Application Due Date: July 8, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

are attached

Assessment of Need for Grant Funding:

San Francisco is experiencing serious substance abuse and associated problems. In particular we have seen a profound increase in alcohol use and substance abuse among minors, behavior that is directly linked to violence, drug overdoses, AIDS due to high-risk behaviors associated with drug use, gang activity and accidents. Young people who are not considered "high-risk" are at risk of being victims of behaviors practiced by substance abusers and of gang activity. More and more frequently parents, youths, and neighbors are being victimized by the effects of drug and alcohol abuse. Youth have become instrumental in the sales and use of drugs, and the age at which the young people become involved in this activity is getting lower. In addition we are also seeing significant increases in the number of young girls becoming involved in gang and drug activity. Gang incidence throughout the city has been steadily increasing since 1985. It is the position of the San Francisco Police Department that the Western Addition is the prime candidate for interventions that involve comprehensive prevention strategies for the targeted age group.

Department or Commission Approval

Factor 370 L'Enfant Promenade, SW
Contact Person 6th Floor East, OFM/DDG,
Address Washington, DC 20447
Amount Requested _____
Term: From 10/01/94 To 09/30/95
Health Commission _____

Division San Francisco Police Department
Section Bruce F. Frediani, Sergeant
Contact Person (415) 695-6921
Telephone Attachment
Application Deadline July 8, 1994 Page 3 of 3
Notification Expected September 1994
Board of Supervisors: Finance Committee _____
Full Board _____

I. Item Description: Request to (apply for) ~~(accept and expend)~~ ☒ (new) ~~(continue to)~~ ☒ a grant in the amount of \$100,000 from the period of 10/01/94 to 09/30/95 to provide Youth Gangs Drug Prevention Program services.

II. Summary: (Concise history, need statement, need, goals, objectives, services and providers)

Through the collaboration of many city agencies of the City and County of San Francisco and numerous community based organizations in the Western Addition area of San Francisco, this grant would fund a planning process to determine needs of at-risk youth (ages 9-12) in the Western Addition and then design programs to address those needs.

III. Outcomes/Objectives:

By providing alternatives to drugs, gangs, and violence for the targeted population, it is hoped that the incidence of involvement in drugs, gangs, and violence would be decreased.

IV. Effects of Reduction or Termination of These Funds:

Youth gang activity and youth gang drug activity would continue to escalate in the targeted area.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$100,000		\$34,000	Handmatch
Personnel			36,450		34,000	
Equipment			3,600			
*Contract Svc.			40,617			
Mat. & Supp.			3,666			
Facilities/Space			9,000			
Other			6,667			
Indirect Costs						

VI. Data Processing

(none included above)

VII. Personnel

F/T CSC						
P/T CSC			2			
Contractual			219			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Salaried by City and County of San Francisco (Project Director-Police Sergeant working 1/2 time as Project Director.)

Will grant funded employees be retained after this grant terminates? If so, How?

Employees would be retained if RFP of Implementation Grant allows and if funding is available.

*VIII. Contractual Services: Open Bid ☒ Sole Source ☒ (If sole source, attach Request for Evaluation Form)

*Sole source contractual services to be performed by participating CBO's

Item 1g - File 146-94-19.1

Department: Department of Public Health (DPH)
AIDS Office

Item: Resolution authorizing the AIDS Office of the Department of Public Health (DPH) to accept and expend supplemental grant funding of \$61,000, which includes indirect costs in the amount of \$7,783, based on 20 percent of salaries, from the Department of Health and Human Services, Centers for Disease Control and Prevention, to fund additional activities in the evaluation of the impact of the 1993 AIDS Case Definition Project; and providing for ratification of action previously taken.

Grant Amount: \$61,000

Grant Period: September 30, 1994 through September 29, 1995 (See Comment No. 1)

Source of Funds: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention

Project: Evaluation of the impact of the 1993 AIDS Case Definition Project

Description: In September of 1994, the Board of Supervisors approved a resolution (File 146-94-19) authorizing the AIDS Office of the Department of Public Health (DPH) to apply for, accept and expend a grant in the amount of \$274,227 from the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, to fund the evaluation of the impact of the 1993 AIDS Case Definition Project.

The 1993 AIDS Case Definition Project expanded the definition of AIDS and thereby resulted in the diagnosis of AIDS approximately 1.5 years earlier in the course of infection than under the former AIDS case definition. As such, AIDS patients survive longer following an AIDS diagnosis than previously and are therefore more likely to access a greater number of medical care providers and other AIDS-related services for a more extended period of time. The purpose of the evaluation of the 1993 AIDS Case Definition Project is to study the quality of San Francisco's AIDS surveillance system, under which AIDS cases are diagnosed and reported to DPH by hospitals, clinics, medical practices and physicians, and to determine methods to increase the efficiency of the system.

BOARD OF SUPERVISORS
BUDGET ANALYST

The proposed resolution would authorize the AIDS Office to accept and expend supplemental grant funding in the amount of \$61,000 from the Centers for Disease Control and Prevention to fund additional activities for the foregoing project. According to DPH, the grantor awarded \$61,000 more than the \$274,227 requested in the application and in the previously approved resolution to apply for, accept and expend the funds, resulting in a total revised grant amount of \$335,227.

Budget for Supplemental Grant Funding of \$61,000:	<u>Personnel</u>	<u>FTE</u>	
	2802 Epidemiologist I (\$1,491 biweekly)	1.0	\$38,915
	Fringe benefits (22.0% of Epidemiologist salary)		8,561
	Indirect costs (20.0% of Epidemiologist salary)		7,783
	1446 Secretary II on as-needed basis (\$1,185 biweekly)	<u>0.19</u>	<u>5,741</u>
	Total	1.19	\$61,000

Required Match: None

Indirect Costs: The proposed supplemental grant funding includes indirect costs in the amount of \$7,783, based on 20 percent of full-time salaries of \$38,915.

Comments:

1. The AIDS Office received grant funding for the evaluation of the AIDS Case Definition Project in a total amount of \$335,227 on September 30, 1994. That amount was \$61,000 more than the \$274,227 amount originally requested in the grant application. According to DPH, the AIDS Office has incurred expenditures against the proposed supplemental grant since the project commenced on September 30, 1994. As such, the proposed resolution provides for ratification of action previously taken.

2. Attached is a Summary of Grant Request, as provided by DPH.

3. A copy of the Disability Access Checklist is in the Clerk of the Board's file.

Recommendation: Approve the proposed resolution.

Item No. _____ Health Commission - Summary of Grant Request Attachment _____

Grantor: Centers for Disease Control Division: Community Health Services
 Contact Person: Edwin Dixon Section: AIDS Office
 Address: 255 East Paces Ferry Rd, NE Contact Person: Tim Piland/Giuliano Nieri
Atlanta, GA 30305 Telephone: 554-9132 554-9130
 Amount Requested: \$ \$61,000 Application Deadline: n/a
 Term: From 9/30/94 To 9/29/95 Notification Expected: n/a

I. Item Description: Request to ~~(accept and expend)~~ (accept and expend) a ~~(new)~~ ~~(continuation)~~ ~~(alteration)~~
 (Circle or augmentation to a) grant in the amount of \$ 61,000 from the period of
 (Underline) 9/30/94 to 9/29/95 to provide new activities:
to Evaluation of Impact of 1993 AIDS Case Definition services.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

This funding will supplement the previously approved (Resolution No. 796-94) project the Evaluation of the Impact of the 1993 AIDS Case Definition; funds will be used to study the quality of AIDS surveillance and reporting systems using the new definition and to determine methods that increase the efficiency of AIDS surveillance activities in San Francisco.

III. Outcomes/Objectives:

To assess the quality of AIDS surveillance using the new case definition and to determine methods that increase the efficiency of overall AIDS surveillance activities in San Francisco.

IV. Effects of Reduction or Termination of These Funds:

Failure to accept and expend these supplemental funds would jeopardize our ability to evaluate the impact of the change in the AIDS case definition on AIDS surveillance activities in San Francisco.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Grant Amount		274,227	61,000	+ 61,000	none	
Personnel		189,237	53,217	+ 53,217		
Equipment		0	0	0		
*Contract Svc.		10,000	0	0		
Mat. & Supp.		11,098	0	0		
Facilities/Space		10,796	0	0		
Other		22,074	0	0		
Indirect Costs		31,022	7,783	+ 7,783		

VI. Data Processing

(costs included above)

	0	0	0		
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VII. Personnel

F/T Civil Service	5.1	1.00	+ 1.00		
P/T Civil Service					
Contractual					

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:
None.

Will grant funded employees be retained after this grant terminates? If so, How?
No.

*VIII. Contractual Services: Open Bid none Sole Source none (if sole source, attach Request for Exemption Form)

Item 1h - File 146-94-31

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health; Bureau of Toxics, Health and Safety Services, to apply for retroactively and accept and expend a grant of \$5,000 from the California Environmental Protection Agency; Department of Toxic Substances Control, for hazardous materials emergency response items; providing for ratification of action previously taken.

Grant Amount: \$5,000

Grant Period: January 1, 1995 to December 31, 1995

Source of Funds: California Environmental Protection Agency

Project: Purchase of Equipment for the Hazardous Materials Team

Description: The proposed grant would provide for the purchase of items used by the San Francisco Fire Department and Department of Public Health's combined Hazardous Materials Team (Hazmat Team).

The items proposed for purchase include reference materials on chemical hazards, upgraded chemical identification kits, drum liners, binoculars, flame-proof Nomex coveralls, and polyvinyl chloride (PVC) coveralls, boots, and gloves, which provide protection from various types of hazardous materials. These items would upgrade the Hazmat Team's ability to identify and control hazardous materials, and/or would replace similar items that have been contaminated or worn out.

The proposed budget for the items to be purchased is shown below.

Budget:	2 Chemical ID upgrade kits (HAZCAT)	\$450
	Hazardous Materials reference books	685
	1 package drumliners	150
	2 pair binoculars	280
	14 coveralls, 4 pairs boots, 8 boxes gloves	2,525
	Tax @8.5 percent	348
	Indirect costs @11.1 percent	<u>555</u>
	Total:	<u>\$4933</u>
	Rounded to:	\$5000

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 6, 1994 Government Efficiency and Labor Committee Meeting

Required Match: None

Indirect Costs: \$555

Comments:

1. The DPH advises that it has already submitted its application for this grant funding. As such, the resolution provides for retroactive authorization to apply for the grant funding, as well as authorization to accept and expend the grant funding.
2. A Summary of Grant Request, as prepared by the Department of Public Health, is attached to this report.
3. The Disability Access checklist for this grant application is in the Clerk of the Board's file.

Recommendation: Approve the proposed resolution.

Grantor: San Francisco Dept. of Public Health, Cont. Division: Bureau of Toxicology, Health & Safety
 Contact Person: Kelvin Yamada Section: Special Projects
 Address: 400 P St., 4th Flr., P.O. Box 806 Contact Person: Richard Lee
Sacramento, CA 95812-0806 Telephone: 554-2798
 Amount Requested: \$ 5,000 Application Deadline: 3/30/94
 Term: From 1-95 To 12-95 Notification Expected: 9/8/94

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 5,000 from the period of 1/95 to 12/95 to provide hazardous materials emergency response equipment. XXXXX
 (Circle or Underline) services.

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

The purpose of the grant is to provide the equipment and materials to the San Francisco Fire Dept. and Dept. of Public Health (members of the SF HazMat Team) to help them in the recognition, assessment, mitigation and control of hazardous materials incidents which occur in San Francisco. The equipment and materials would be an enhancement and replacement for those already maintained by the HazMat Team.

III. Outcomes/Objectives:

The equipment from this grant will allow the SF HazMat Team to better respond to hazardous materials incidents in San Francisco and protect the public.

IV. Effects of Reduction or Termination of These Funds:

The SF HazMat Team will not be able to replace needed equipment. There are no alternative sources of funding for this equipment. Neither the Fire Department or the Dept. of Public Health have budgeted for this equipment.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Grant Amount	\$0	\$0	\$5,000		\$0	
Personnel						
Equipment			\$4,445		\$0	
*Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs			\$555		\$0	

VI. Data Processing

(costs included above)

VII. Personnel

F/T Civil Service						
P/T Civil Service						
Contractual						

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, How?
N/A

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

Item 1i - File 143-94-10

Department: Public Library

Item: Resolution authorizing the Public Library to accept and expend a \$34,997 grant from the U. S. Department of Education for a Project Read Student Support Program. Indirect costs of five percent are included in the grant.

Grant Amount: \$34,997

Grant Period: October 1, 1994 - September 30, 1995

Source of Funds: U. S. Department of Education, Project Read Program

Description: The proposed grant would fund a portion of the Adult Literacy Program of the San Francisco Public Library known as Project Read, Student Support. The program provides free tutoring for English-speaking adults who lack basic reading and writing skills. The funds requested in the proposed resolution would pay for Library staff and materials to provide workshops and social events for the program's adult students.

Budget:

Support Services Coordinator Salary (.75 FTE)	\$24,000
Fringe Benefits	3,360
Supplies - notebooks and pens	1,500
Contractual services for reading and writing specialists to prepare and present workshops	<u>4,470</u>
Total Direct Charges	33,330
Indirect Charges @ 5% of Direct Charges	<u>1,667</u>
TOTAL	\$34,997

Required Match: None

Indirect Costs: Five percent of the base grant amount of \$33,330, or \$1,667

Comments: 1. Ms. Ana Linder, Director of Project Read of the Public Library, states that the Project Read program has been funded annually by the U. S. Department of Education since 1983.

2. Ms. Linder advises that, due to an administrative oversight, the Library did not request approval to apply for the proposed grant funds. Ms. Linder states that the Library

BOARD OF SUPERVISORS
BUDGET ANALYST

has already applied for the proposed grant funds, and that the award letter from the U.S. Department of Education for this grant was received July 11, 1994. The U.S. Department of Education requires that expenditures be made against the grant before they will disburse funds to the grantee. Ms. Linder states that the Public Library has accepted the grant funds and that the funds have been expended for the Project Read Student Support program since October 1, 1994. As such, the proposed resolution should be amended to provide for retroactive authorization to apply for, accept and expend the grant funds.

3. The Public Library has completed a Disability Access Checklist, which is in the file.

4. A summary of the grant program, as completed by the Public Library, is attached.

- Recommendation:**
1. Amend the proposed resolution to provide for retroactive action previously taken.
 2. Approve the proposed resolution as amended.

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library/ Project Read

Contact Person: Ana Linder Telephone: 557-4388

Project Title: Student Support Services

Grant Source: Dept. of Education LSCA title VI

Proposed (New / Continuation) Grant Project Summary:

Project Read is the adult literacy program of the San Francisco Public Library. It offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to enhance program effectiveness.

One need that has evolved as Project Read has grown and matured is the need for stronger learner involvement in our program, and more opportunities for adult learners to meet and learn from one another. Many adult learners who come to Project Read for help feel that they, alone, have problems reading and writing. The shame they feel often keeps them isolated. We propose to create structure and opportunity for adult learners to increase their education and contribute to the program and to each other. Proposed designs include: an Adult Learner Council, Writing Workshops, Quarterly Workshops and an Adult Learner Event.

Amount of Grant Funding Applied for: \$34,997

Maximum Funding Amount Available: \$ 35,000

Required Matching Funds: -0-

Number of Positions Created and Funded: 3/4

Amount to be Spent on Contractual Services: \$33,330

Will Contractual Services be put out to Bid? NO

Friends of the San Francisco Public Library have been contracted and have managed Project Read grants for years free of administrative charges.

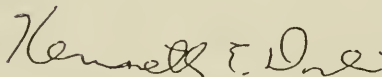
Term of Grant: October 1, 1994 - September 30, 1995

Date Department Notified of Available funds: September 1993

Application Due Date: November 19, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

See Attached



Department Head Approval

Item 1j - File 143-94-11

Department: Public Library

Item: Resolution authorizing the Public Library to accept and expend a \$29,058 grant from the U. S. Department of Education for a Project Read Tutor Support Program. Indirect costs of five percent are included in the grant.

Grant Amount: \$29,058

Grant Period: October 1, 1994 - September 30, 1995

Source of Funds: U. S. Department of Education, Project Read Program

Description: The proposed grant would fund the Adult Literacy Program of the San Francisco Public Library known as Project Read, Tutor Support. The program trains volunteers to tutor English-speaking adults who lack basic reading and writing skills. The funds requested in the proposed resolution would pay for Library staff and materials to support the training of these volunteer tutors.

Budget:

Volunteer Manager Salary (.5 FTE)	\$16,000
Fringe Benefits	2,400
Supplies - plaques to volunteer tutors	1,500
Contractual services for reading and writing specialists to prepare and present workshops	<u>7,775</u>
Total Direct Charges	27,675
Indirect charges @ 5% of Direct Charges	<u>1,383</u>
TOTAL	\$29,058

Required Match: None

Indirect Costs: Five percent of the base grant amount of \$27,675, or \$1,383

Comments: 1. Ms. Ana Linder, Director of Project Read at the Public Library, states that the Project Read program has been funded annually since 1983.

2. Ms. Linder advises that, due to an administrative oversight, the Library did not request approval to apply for the proposed grant funds. Ms. Linder states that the Library has already applied for the proposed grant funds, and that the award letter from the U.S. Department of Education for

BOARD OF SUPERVISORS
BUDGET ANALYST

this grant was received July 11, 1994. The U.S. Department of Education requires that expenditures be made against the grant before they will disburse funds to the grantee. Ms. Linder states that the Public Library has accepted the grant funds and that the funds have been expended for the Project Read Tutor Support program since October 1, 1994. As such, the proposed resolution should be amended to provide for retroactive authorization to apply for, accept and expend the grant funds.

3. The Public Library has completed a Disability Access Checklist, which is in the file.

4. A summary of the grant program, as completed by the Public Library, is attached.

- Recommendation:**
1. Amend the proposed resolution to provide for retroactive action previously taken.
 2. Approve the proposed resolution as amended

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: San Francisco Public Library/Project Read

Contact Person: Ana Linder Telephone: 557-4388

Project Title: Tutor Support Services

Grant Source: Dept. of Education LSCA title VI

Proposed (New / Continuation) Grant Project Summary:

Project Read is the adult Literacy program of the San Francisco Public Library. It offers English-speaking adults, who lack basic reading and writing skills, free confidential tutoring by trained volunteers. Project Read seeks funds to deliver and improve support and instructional services to volunteer tutors.

No matter where or with whom our volunteers are placed, the majority express feelings of isolation and instruction difficulties when tutoring.

To address these issues we propose to provide tutors with: continuing education workshops, social events, monthly phone calls, a quarterly newsletter, support groups, a tutor recognition event, and consultations with a reading specialist.

Amount of Grant Funding Applied for: \$29,058

Maximum Funding Amount Available: \$ 35,000

Required Matching Funds: -0-

Number of Positions Created and Funded: 1/2

Amount to be Spent on Contractual Services: \$ 27,660

Will Contractual Services be put out to Bid? No

Term of Grant: October 1, 1994 - September 30, 1995

Date Department Notified of Available funds: September 1993

Application Due Date: November 19, 1993 January 15, 1993

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

See Attached



Department Head Approval

Item 1k - File 146-94-1.1

Department: Department of Public Health (DPH)
Homeless Programs

Item: Release of reserved funds in the amount of \$52,837, for the Department of Public Health to purchase furniture for the newly renovated Tom Waddell Clinic and to provide funding for clinical testing supplies and equipment.

Amount: \$52,837

Source of Funds: Grant funds from the Episcopal Diocese of California

Description: The Board of Supervisors previously authorized the Department of Public Health to accept and expend a grant of \$90,000 from the Episcopal Diocese of California to (1) pay for contract services including (a) basic support services (i.e., shelter) and (b) referral services to appropriate agencies for homeless persons and (2) pay for clinical testing supplies and equipment for the Tom Waddell Clinic (File-146-94-1). At the same time, the Board of Supervisors placed \$52,837 of the \$90,000 on reserve pending the DPH's submission of the detailed costs of clinical testing supplies and equipment.

The DPH is now requesting that the \$52,837 be released from reserve. The costs of the clinical testing supplies and equipment for the Tom Waddell Clinic are detailed below:

Clinical Testing Supplies

Materials and Supplies for Children

Psychological Testing	\$2,789
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Equipment (Clinic)

CapScan C80 (bio-feedback equipment) and miscellaneous equipment	4,412
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Equipment (Administrative and Clerical)

Storage Cabinets (3 @ \$182 each)	\$546
File Cabinet	482
Conference Table	543
Modular Desk Top	275
Modular Desk Frame	339
Modular Desk Drawers (2 @ \$212 each)	424
Modular Desk Unit	292
Modular Desk Unit	388
Modular Desk Unit	353
Utility Tables (2 @ \$231 each)	462

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 6, 1994 Government Efficiency and Labor Committee Meeting

File Cabinets (2 @ \$164 each)	\$328	
Modular Desk Top	214	
Storage Cabinets (2 @ \$179 each)	358	
File Cabinet	229	
Bookcases (3 @ \$235 each)	705	
Bench seating (3 @ \$414 each)	1,242	
Corner Tables (3 @ \$240 each)	720	
Arm Chairs (11 @ 417 each)	4,587	
Chairs W/O Arms (4 @ \$326 each)	1,304	
Chairs - Adjustable Arms (11 @ \$403 each)	4,433	
Modular Desk Units (4 @ 292 each)	1,168	
Modular Desk Units (2 @ 286 each)	572	
Modular Desk Unit	205	
Modular Desk Unit	235	
Miscellaneous Modular Equipment and Accessories (i.e., shelves , tackboards, computer keyboard trays,	<u>10,263</u>	
Subtotal	\$30,667	
Sales Tax	<u>2,505</u>	
Subtotal		\$33,172
<u>Equipment (Lab/Pharmacy)</u>		
Storage Shelves	\$746	
Dispensing Rails for Pharmaceutical Supplies	1,108	
Subcontainers for Pharmaceutical Supplies	301	
Miscellaneous Accessories	<u>1,165</u>	
Subtotal	\$3,320	
Sales Tax (8.5%)	<u>282</u>	
Subtotal		3,602
<u>Equipment (Patient Waiting Room)</u>		
Metal Benches (2 @ \$121 each)	\$242	
Modular Seating	5,124	
Planters (4 @ \$559 each)	2,236	
Trash Receptacles (2 @ \$283 each)	<u>566</u>	
Subtotal	\$8,168	
Sales Tax (8.5%)	<u>694</u>	
Subtotal		<u>8,862</u>
Total		\$52,837

Comment:

The DPH advises that the Sales Tax for the administrative and clerical equipment in the amount of \$2,505 was calculated incorrectly. The correct amount is \$2,607 or \$102 more than the amount included in the budget. The DPH reports that the \$102 difference would be absorbed in the Department's existing budget.

BOARD OF SUPERVISORS
BUDGET ANALYST

Recommendation: Approve the proposed release of reserved funds in the amount of \$52,837.

Item 2 - File 97-94-37.2

Item: Ordinance amending Article 33 of the San Francisco Police Code by amending Sections 3301, 3302, 3303, 3304 and 3305 thereof to prohibit discrimination based on gender identity in employment, public accommodations, and housing and adding Section 3312 thereto to limit City liability to incarcerated person for claims arising from the City's duty to protect the health and safety of such persons and amending Chapters 12A, 12B, and 12C of the Administrative Code by amending sections 12.A.1, 12.A.2, 12.A.3, 12.A.4, 12.A.5, 12.B.1, 12.B.2, 12.C.1, 12.C.2, and 12.C.3 thereof to add gender identity to the mission of the Human Rights Commission and to prohibit discrimination on the basis of gender identity in City contracts.

Description: The proposed ordinance would amend the City's Police Code and Administrative Code to prohibit discrimination on the basis of gender identity. The proposed ordinance uses the following definition for gender identity: *"a person's various individual attributes as they are understood to be masculine and/or feminine."*

Section 12A of San Francisco's Human Rights Ordinance establishes the Human Rights Commission (HRC) "to eliminate prejudice and discrimination because of race, religion, color, ancestry, age, sex, sexual orientation, disability, or place of birth." The proposed ordinance would add gender identity to this list. To fulfill its duties under section 12A, the HRC prepares and disseminates educational materials on discrimination, trains City employees and others on bias in the workplace, investigates and mediates a narrow range of incidents of discrimination, and refers certain unfair practices to the City Attorney for appropriate legal action. Under the proposed ordinance, the Human Rights Commission would carry out such educational and investigatory activities related to discrimination based on gender identity.

Section 12B of the Administrative Code prohibits employment discrimination by City Departments and parties that contract with the City, and 12C of the Administrative Code provides that all City Departments and parties that have property contracts such as leases or rental agreements with the City shall provide access to their facilities and services on a non-discriminatory basis. In addition, these Sections specify anti-discrimination enforcement measures that can be taken by the Human Rights Commission relative to City Departments and parties that contract with the City. Measures range from educational measures to mediation up to and including cancellation of City contracts if discrimination is not remedied.

BOARD OF SUPERVISORS
BUDGET ANALYST

not remedied. Under the proposed ordinance, these sections of the Code would be amended to include gender identity.

Article 33 of the Police Code prohibits discrimination in the private sector in housing, education, and public accommodations and prohibits employment discrimination by businesses with six or more employees. In addition, Article 33 provides that individuals may file discrimination complaints in these areas with the HRC and/or file a civil suit regarding such discrimination. Under the proposed ordinance, gender identity would be added to the list within this article (See Comment No. 3). In addition, under the proposed ordinance, Section 3312 would be added to this article which would protect the City from liability for discrimination with regard to gender identity in the course of carrying out its duty to protect the health and safety of incarcerated persons. This section allows the City to take actions to protect incarcerated persons, such as placing them in separate cells, without incurring liability for discrimination.

Comments:

1. Mr. Larry Brinkin of the Human Rights Commission reports that if the proposed ordinance is approved and discrimination based on gender identity is prohibited, the HRC projects that the number of complaints on this subject would increase from approximately 10 over the last 12 months to approximately 50 annually, and possibly higher as it becomes known that discrimination based on gender identity is prohibited by law. In addition to responding to specific complaints of discrimination, the HRC will plan to produce materials on gender identity and discrimination, respond to requests for information, do public speaking and outreach on the subject, and conduct trainings for businesses, service providers, and City departments on request and as part of complaint resolution processes.

2. Mr. Brinkin reports that in order to handle the increased workload as described above, the HRC will need to add one staff person, and a budget for materials. The HRC's estimated cost for this work is:

1.0 FTE 2996 HRC Representative Salary, Step 5	\$52,304
Fringe Benefits	11,768
Materials	2,500
Total	\$66,364

3. The City Attorney advises that a court could hold that the right to file a civil suit with regard to employment discrimination under Article 33 of the Police Code is pre-empted by State law.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 6, 1994 Government Efficiency and Labor Committee Meeting

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 3 - File 161-94-1.1

Department: San Francisco Redevelopment Agency (SFRA)

Item: Hearing to consider the quarterly report of the San Francisco Redevelopment Agency covering fiscal year 1993-1994.

Description: The Board of Supervisors approved Resolution No. 330-94 in April of 1994, requiring that the Redevelopment Agency provide a quarterly report to the Board of Supervisors on the Agency's fiscal condition and performance and on temporary personnel assignments that have been extended, or may be extended, beyond six months. Resolution No. 330-94 also requires that periodic public hearings be held by the Board of Supervisors to consider the status of all Redevelopment Agency programs. The first such quarterly report, dated October 4, 1994, submitted by the SFRA to the Board of Supervisors, covers the SFRA's entire fiscal year 1993-94 budget and programs.

The subject quarterly report is organized as follows:

1. A section consisting of 22 pages showing goals and accomplishments for fiscal year 1993-94 for the programs/projects as shown below:

Yerba Buena Center
Rincon Point - South Beach
South of Market
Base Conversion - Treasure Island
Hunters Point
Western Addition, A-2
India Basin Industrial Park
Economic Development Program
Affordable Housing Program

2. A section consisting of two pages showing major highlights for each of the programs/projects shown above, with the exceptions of for India Basin Industrial Park.
3. A 12 page financial review of budgeted versus actual expenditures for the programs/projects listed in paragraph one above with the exceptions of Base Conversion - Treasure Island and Hunters Point, but including such financial information for the Federal General Services Administration (GSA) Site, HOPWA (Housing Opportunities for People with AIDS), and Personnel and Administration.

BOARD OF SUPERVISORS
BUDGET ANALYST

4. A single paragraph report on temporary employments exceeding six months in duration.

According to Mr. Bob Gamble of the SFRA, the goals specified in the subject report for the redevelopment projects are either enumerated in the SFRA's FY 1993-94 Budget or are elaborations of those goals.

Comments:

1. The subject quarterly report is the first submitted by the SFRA in compliance with Resolution No. 330-94. Therefore, the SFRA has included in this first report financial and project information covering FY 1993-94 in its entirety. Mr. Gamble reports that future SFRA quarterly reports will be submitted to the Board of Supervisors in the month following each fiscal quarter and will cover fiscal and project area issues for the preceding quarter.

2. With respect to the content and formatting of the project information contained in the SFRA FY 1993-94 report, in the judgment of the Budget Analyst, such reports should (1) contain more comprehensive information on the overall objectives of each SFRA project, (2) contain all critical milestones for the current fiscal year and the status of each milestone, (3) contain relevant expenditure information on a cumulative basis for the fiscal year, and (4) contain comments on any problem areas.

3. The SFRA's FY 1993-94 financial review of budgeted versus actual expenditures for programs/projects is displayed by type of expense, for example, "Legal" and "Property Maintenance" expenses. However, the types of expense are not connected to the project information. For example, the FY 1993-94 goals for India Basin are to (1) Provide ongoing land use compliance and monitoring of construction work in the Industrial Park as required, and (2) Provide small business assistance through Urban Economic Development Corporation (UEDC) to assist community based small business in Bayview Plaza. However, the financial review for India Basin shows the single type of expense, "Legal," in the amount of \$75,000 budgeted and \$43 expended, without any explanation as to why such a large variance exists and without providing the "Legal" budget details.

4. With respect to SFRA's reporting "on the Agency's fiscal condition" as required by Resolution No. 330-94, the October 4, 1994, SFRA report does not show the SFRA's budget for the fiscal year, quarterly and cumulative expenditures by project

and by overhead costs, and explanations for significant variances.

5. Attached to this report are three formats suggested by the Budget Analyst that could serve as the basis for the SFRA's submission of its quarterly reports to the Board of Supervisors. The format shown as Attachment I (Project Status), which is the most essential format, combines project/program cost, funding, schedule, and performance information in a concise manner. The format shown as Attachment II (Status of Projects) provides a history of the "Essential Elements of Information" reported on in Attachment I for all projects/programs, thus providing accountability for previous reporting. Attachment III (Financial Summary) is a format for reporting on financial and budgetary information.

6. By modifying the formats of the SFRA quarterly reports as suggested by the Budget Analyst in the three attachments, the SFRA's reports to the Board of Supervisors would provide the Board with a more complete and full disclosure of SFRA's projects and the related pertinent financial data.

7. Regarding the budgeted versus actual expenditures for FY 1993-94 as shown in the October 4, 1994, SFRA quarterly report submitted to the Board of Supervisors, it should be noted that the following variances exist between the revised budget and actual expenditures, including encumbrances, for the projects shown below:

<u>Project</u>	<u>Variance</u> <u>Underexpended</u> <u>(Overexpended)</u>
Yerba Buena Center	\$543,120
Yerba Buena Gardens and Cultural	417,357
Rincon Point/South Beach	541,085
South Beach Harbor	48,906
South of Market	834,789
Western Addition A2	858,787
India Basin	74,957
Economic Development	80,834
Citywide Housing Programs	702,664
HOPWA Program	3,739,233
GSA Site	2,793,000
Personnel and Administration	<u>(155,556)</u>
Net Variance	\$10,479,176

BOARD OF SUPERVISORS
BUDGET ANALYST

8. Regarding temporary personnel assignments that have extended, or may be extended, beyond six months, the SFRA reports that an Attorney I being used primarily to assist in the setup of the Housing Opportunities for People with AIDS Program is anticipated to be continued through FY 1994-95.

REFERENCES

TITLE:	PROJECT DESCRIPTION
DATE PROJECT INITIATED:	
SCHEDULED COMPLETION DATE:	
ORIGINAL COST ESTIMATE	
CURRENT COST ESTIMATE:	
FUNDING SOURCE:	

[illegible]

Milestones

[illegible]

Project Highlights					

STATUS OF PROJECTS

PROJECT	FY 1994-95				FY 1995-96				FY 1996-97			
	I	II	III	IV	I	II	III	IV	I	II	III	IV
S												
C												
F												
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S= SCHEDULE
C= COST
F= FUNDING
P= PERFORMANCE (SERVICE LEVEL)

FINANCIAL SUMMARY
 FY 199_-9_
 _ QUARTER

Budget

Original: \$
 Revised: \$

Cumulative Expenditures

Project Costs	Operating	Capital	Total
Yerba Buena Center			
Rincon Point - South Beach			
South of Market			
Base Conversion - Treasure Island			
...			
Hunters Point			
Western Addition			
India Basin Industrial Park			
Total			
Overhead Costs	Operating	Capital	Total
Personal Services			
Non-Personal Services			
Equipment/Capital Outlay			
Interdepartmental Services			
Total			
Grand Total			

Item 5 - File 229-94-2.1

- Department:** Chief Administrative Officer (CAO)
Department of Electricity and Telecommunications (DET)
- Item:** Resolution approving the form and authorizing execution and approval of the amended Master Agreement between the City and County of San Francisco and Motorola Communications and Electronics, Inc. (Motorola) for provision of a Citywide Radio Communication System; approving modifications to the Master Agreement; granting general authority to City officials to take necessary actions in connection with the execution and approval of the Master Agreement; and ratifying actions previously taken.
- Term:** From date of original Master Agreement, February 5, 1992, through June 30, 2004, or a total of twelve years and four months. The proposed amended Master Agreement would extend the original ten year Master Agreement for approximately two years and four months.
- Project Description:** The proposed amended Master Agreement between the City and Motorola Communications and Electronics, Inc. (Motorola) pertains to provision of a Citywide Radio Communication System, at an estimated cost of approximately \$40 million. The goal of this system would be to convert and replace the City-wide radio communications systems to an 800 MHz simulcast trunking radio system. The proposed new system would enable City Departments and other public agencies in San Francisco to communicate more efficiently and reliably by radio to carryout public safety and other public service functions.

The City has an existing 800 MHz trunking radio system, designed under several separate contracts by Motorola. This system is used by the San Francisco Unified School District, the Department of Public Works (DPW), the Department of Public Health Emergency Medical Services, the Department of Animal Care and Control, the City College of San Francisco, the Port Authority, and the DET. However, Mr. Larry Garde of the DET advises that the existing system (1) needs to be expanded to include the Department of Parking and Traffic (DPT), the Recreation and Park Department (RPD), the Water Department (SFWD), the Office of Emergency Services (OES) and the Sheriff's Department; (2) a separate but compatible system needs to be designed for the Police Department (SFPD), the Fire Department (SFFD) and the Department of Public Health's Emergency Medical Services (EMS) Division,

BOARD OF SUPERVISORS
BUDGET ANALYST

which have components of a trunking system already; (3) the entire system needs to be converted from operating through a single transmission site to a "simulcast system" which operates through multiple transmission sites at various locations to improve radio coverage; and (4) the number of channels available for use by the radio system needs to be expanded to accommodate the new users.

Phase One of the project would involve expansion of the existing local government communications system from 12 channels to 16 channels, with the capability to expand to 28 channels if the City receives more frequencies in the future. Phase One would upgrade DET facilities for monitoring and management of the communications system, and provide the DPT, the Sheriff, the SFWD, the OES and the RPD with system dispatch consoles and radios.

Phase Two of the project would provide a new, 20 channel simulcast trunking public safety communications system. The SFPD, the SFFD, the EMS Paramedic Division, the DPT and the OES would all operate under a consolidated dispatch system. The SFPD, the SFFD and the EMS would all receive dispatch control stations and radios.

**Master
Agreement:**

The proposed resolution would approve an amended Master Agreement between the City and Motorola. The Master Agreement is a contract which establishes the budget parameters, terms and conditions under which the entire 800 MHz Project would be conducted. Deputy City Attorney Mr. Victor Castillo advises that approval of the Master Agreement would commit the City to use of Motorola in any future purchase of an 800 MHz simulcast trunking radio system, for a budgeted cost of \$40 million. The actual purchase of such a system would be made in a series of contracts for Phase One and Phase Two of the system. (According to the proposed Master Agreement, up to four contracts could be written for each phase, for a total of up to eight contracts.) Mr. Castillo states that the individual contracts would not require Board of Supervisors approval, because the proposed resolution would authorize all of the expenditures to be made under the Master Agreement.

Mr. Castillo states that the Master Agreement would commit Motorola to certain pricing procedures (see below) and other rules for interaction with the City in developing and implementing up to eight contracts for provision of the system. According to Mr. Castillo, Motorola would be

required to complete the full system, as long as the City adheres to the provisions of the Master Agreement.

The proposed resolution would amend an existing Master Agreement between the DET and Motorola. This original Master Agreement was signed in 1992, after Motorola had installed 800 MHz trunking radio systems for the San Francisco Unified School District (SFUSD) and the SFPD, and was selected to install a similar system for the DPW. Because further conversions of other City Departments were anticipated, the DET and the DPW signed a 10-Year Master Agreement with Motorola in connection with the DPW radio system contract, which established general terms and conditions for all work to be performed by Motorola on City-wide radio communications systems. The Master Agreement provided basic payment schedules and other procedures. This original Master Agreement was never brought before the Board of Supervisors because the combined cost of the projects covered by that Agreement was not anticipated to (and did not in fact) exceed the \$10 million or ten year threshold over which Board of Supervisors contract approval is required, according to Charter Section 3.502.

Mr. Castillo states that the existing Master Agreement lacks specificity in terms of prices, payment terms, labor rates and liquidated damages, and thus would be unacceptable for the purposes of the bond financing that will fund the 800 MHz project. The proposed amended and restated Master Agreement includes descriptions of the "Base Project" (the completed work that was done by Motorola for DPW and other departments), as well as work that is currently being done by Motorola for the Fire Department (SFFD). The bulk of the proposed and amended Master Agreement, however, pertains to the new 800 MHz Project authorized by Proposition H, a 1993 lease financing measure.

**Sole Source
Contractor:**

Because the City has an existing investment of approximately \$5.24 million in Motorola 800 MHz communications equipment, the DET and the CAO negotiated a sole source agreement (this proposed Amended Master Agreement) for this Citywide 800 MHz Simulcast Trunking Radio System, to ensure compatibility of the existing equipment with the new system. According to Mr. Daniel McFarland, General Manager of the DET, all 800 MHz Trunking Radio Systems are proprietary: that is, each company has the exclusive rights to market the system which that company has developed. Furthermore, Mr. Fred

BOARD OF SUPERVISORS
BUDGET ANALYST

Weiner of the DET advises that these radio systems have been designed so that components of a particular system are only compatible with equipment manufactured for that system. Both the Purchasing Department and the Human Rights Commission (HRC) have approved a sole source Master Agreement with Motorola for this new system, which is now subject to approval by the Board of Supervisors.

Source of Funds: In November, 1993 the citizens of San Francisco approved a \$50 million Lease Financing Bond measure (Proposition H) to finance the lease/purchase of a City-wide radio communications system and related equipment and pay for design costs and bond administration costs incurred by the DET. The first of two planned bond issuances, in the amount of \$16 million, was approved by the Board of Supervisors in June, 1994 (File 170-94-6). Mr. Fred Weiner of the DET states that approval of a second bond issuance, probably for the \$34 million balance of the bond authorization (\$50 million less \$16 million), will be sought from the Board of Supervisors in 1996.

Budget: The Master Agreement states that the budgeted price of the 800 MHz Project is \$40 million. Motorola would be required to notify the Chief Administrative Officer (CAO) if Motorola believes that the City's requirements at any stage of the project will result in a total Project price in excess of \$40 million. Approval of the Controller would be required to pay Motorola any amount in excess of \$40 million.

Equipment Prices: The contract requires Motorola to provide the lowest discount given by Motorola for each piece of equipment among (1) the three lowest bids Motorola has won in the United States within the last four years for an 800 MHz Simulcast Smartnet System (similar to that to be installed in San Francisco) and (2) the three additional lowest bids Motorola has won in the United States within the last four years for an 800 MHz Non-simulcast System. The discount would be applied to an equipment price list contained in the Master Agreement.

Base prices for equipment ordered after December 31, 1995 or scheduled for delivery after December 31, 1996 would be adjusted from the Master Agreement price list based on the Consumer Price Index (CPI), with an annual cap of 7 percent and a total cap of 20 percent over the life of the contract. (Discounts would be taken from this adjusted base price.)

**Existing Motorola
Equipment:**

The proposed Master Agreement would provide a warranty from Motorola that the City-wide 800 MHz project would be compatible with all the existing Motorola 800 MHz Motorola trunking equipment in the SFUSD and City agencies. The Agreement would also include a Motorola warranty that completion of the project will not degrade or lessen any of the installed 800 MHz radio trunking functions and features.

Motorola would agree to replace 225 SFPD radios purchased from Motorola in the late 1980s, that would not be compatible with the new system, with radios that would be operable on the 800 MHz Project, at no additional cost to the City. Motorola would also provide a trade-in allowance for certain listed equipment bought by the DET from Motorola in 1993, at a total cost of approximately \$85,000. The City would receive credit for 60 percent of the original purchase price (\$51,000) if the replacement equipment is ordered in 1994, and a trade-in allowance of 40 percent of the original purchase price (\$34,000) if the equipment is ordered in 1995.

Labor Prices:

The proposed Master Agreement would also specify labor rates, which are expected to account for 15 percent (or \$6 million) of total estimated project costs. A schedule of hourly rates by job title is included in the Master Agreement. However, to the extent that labor performed for a portion of the project constitutes a "public work or improvement," Motorola would have to comply with Sections 6.34 through 6.43 of the Administrative Code, which require payment of not less than the highest general prevailing wage rate. Mr. Castillo states that specifying labor rates in the Master Agreement will assist in DET budgeting and control of labor costs incurred by the City on the Project.

**Right of City to
Perform Labor:**

The proposed Master Agreement would give the City the right to supply any of the labor required to complete the Project, as long as Motorola agrees that City staff is qualified to perform the required labor. The Project cost estimate would be reduced by the cost of any such labor in Motorola's original estimate.

Subcontracting Fees: Under the proposed Master Agreement, Motorola would be entitled to two types of fees related to work that is subcontracted. In addition to paying the cost of the subcontract, the City would be required to pay (1) a 10 percent administrative fee; and (2) a 20 percent fee on subcontracts that directly impact the performance of the

project to compensate Motorola for providing a one year warranty on the subcontractor's work. The City would therefore pay Motorola fees totaling 30 percent of the value of all subcontracts. As noted below, subcontracts will total at least \$2 million, so the City would pay at least \$600,000 (\$200,000 for subcontract administration plus \$400,000 for a one year warranty of subcontractor's work) in fees to Motorola over the basic subcontractor costs.

MBE/WBE:

The proposed Master Agreement would commit Motorola to subcontract at least \$2 million of labor contract value to HRC-certified MBE/WBE firms. Based on the total estimated labor costs of \$6 million, MBE/WBE firms would be allocated approximately 33 percent of total projected labor expenditures.

Facility Location:

Under the proposed Master Agreement, Motorola would agree to locate a storage/warehouse facility in San Francisco.

Contract Approval Process:

As noted earlier in this report, the proposed Master Agreement would establish the \$40 million total contract budget, and the terms and conditions under which the 800 MHz Project would be carried out. The proposed master Agreement would, if approved, give Board of Supervisors authorization to the DET to enter into contracts with Motorola for consecutive stages of the Project. The process for approval of these "Project" or "Phase" contracts, as stated in the proposed Amended Master Agreement contract, would be as follows:

(1) The DET develops detailed specifications for a Phase, or portion of a Phase ("project"), and delivers the specifications to Motorola.

(2) Motorola has 30 days to prepare the following five documents:

- A Statement of Work and Services, based on the DET specifications but making any changes Motorola believes are necessary, and eliminating any requirements Motorola believes are unfeasible, based on current technology.

- Hardware documentation, providing the precise configuration of all hardware to be provided.

- Acceptance Test Plans, detailing the procedures that will be used by the City and Motorola to test the work to be sure it

functions as specified in the Statement of Work and Services.

- A Master Schedule for the delivery and installation of the material specified in the Statement of Work and Services.
- An Estimate of all prices and expenses for the work specified in the Statement of Work and Services, using the equipment and labor price parameters established in the Master Agreement.

(3) The DET has 30 days to make comments to Motorola on any of the above documents.

(4) Motorola has 15 days to deliver revised documents to the DET. If the DET and Motorola disagree on matters related to pricing, the Master Agreement states that the matter would be submitted for arbitration. (Allowable labor hours would be subject to arbitration for Phase One, but in Phase Two would be based on actual hours of labor for similar work performed in Phase One.)

(5) Once the DET and Motorola reach agreement on all documents, Motorola develops a Contract Price Statement (based on the Estimate), a Contract Schedule and, if necessary, a revised Statement of Work and Services. These, along with the Acceptance Test Plan and the Hardware Documentation, will be attached to a Project Document Letter, which will constitute the contract for that portion of the 800 MHz Project.

Date of Completion: Each individual project or Phase contract will contain a schedule for implementation of the work specified in that contract. The proposed Master Agreement states that, upon receipt of the final Contract Order for a Phase (there are two Phases, each of which can have up to four Contract Orders), Motorola will have 15 days to inform the DET of the date by which Final Acceptance of the Phase will take place. That date cannot be more than one year from Motorola's receipt of the final Contract Order for that Phase, unless Motorola can reasonably show that it cannot complete the Phase within one year. (Mr. Castillo advises that use of the word "reasonably" would be interpreted by a court to mean according to industry standards.) Motorola would be able to request a revision of the Final Acceptance date if the City submits change orders after the date has been established, or an unavoidable delay occurs. The proposed Amended Master Agreement contains a definition of "unavoidable delay" that includes "acts of God," circumstances such as

BOARD OF SUPERVISORS
BUDGET ANALYST

wars and strikes, and "any delay directly caused by DET's failure to perform one of its obligations under the Statement of Work and Services for the pertinent Phase."

The proposed Master Agreement would require Motorola to pay liquidated damages of \$5,000 per day of delay beyond the Final Acceptance date, for up to 180 days (six months). Board of Supervisors approval would be necessary to waive or reduce liquidated damages. The City would have the right to seek damages incurred beyond the six-month liquidated damage period.

Comments:

1. Mr. Garde states that the DET conducted an initial needs analysis with all Departments that will use the 800 MHz system, which was the basis for figures included in the proposed Master Agreement regarding numbers of consoles, radios, etc. to be provided. Mr. Garde states that these numbers may be revised prior to development of specifications, particularly as they relate to Phase Two. The DET is meeting on a monthly basis with an 800 MHz Users Group to further refine system needs.

Mr. Weiner states that individual Departments will be responsible for paying their share of the debt service. Therefore, Mr. Weiner advises that the CAO will require Departments to demonstrate that they will budget adequate funds to cover debt service, and will direct the DET to revise specifications if necessary to ensure that departmental budgetary constraints are taken into account.

2. Mr. Garde advises that the DET has issued a Request for Proposals (RFP) to obtain 800 MHz project management services from a consultant. These services would include needs analysis, review of the DET specifications and Motorola Statements of Work and Services, and day-to-day project management services during implementation of the contracts.

3. The proposed Master Agreement authorizes expenditures of up to \$40 million on Motorola contracts for the 800 MHz Project. The Master Agreement provides no incentive to Motorola or to the DET to contain costs below the \$40 million level, as long as user departments are willing to budget to cover their share of the debt service. Furthermore, Board of Supervisors approval would not be required for the individual contracts that would implement the Master Agreement contract. While the Budget Analyst believes that these individual contracts should be approved by the Board of Supervisors, Ms. Laura Wagner-Lockwood of the CAO's

Office advised the Budget Analyst that such approval by the Board could present timing delays and financing problems.

The Budget Analyst believes that, short of requiring Board of Supervisors approval for each contract, it is crucial to provide a report to the Board of Supervisors regarding all major budgetary and design issues in configuration of the system.

The Budget Analyst believes that the project management consultant to be retained by the DET should be required to conduct full reviews of user needs and a study of the proposed specifications (prior to their submission to Motorola), for both Phase One and Phase Two, to provide the City with an independent evaluation of whether system components are appropriate, inadequate or excessive. The results of these evaluations should be reported to the Board of Supervisors, prior to submission of the specifications by DET to Motorola for each Phase. The review of the Phase Two specifications should be reported to the Board of Supervisors prior to submission of a request to the Board of Supervisors for authorization to issue lease revenue bonds to finance Phase Two. This would provide the Board of Supervisors with an opportunity to conduct a detailed review of the planned public safety communications system before authorizing a specific level of financing for the system.

The Budget Analyst also recommends that the DET submit each of the two Phase Documents to the Board of Supervisors, and that the consultant provide an evaluation of the Phase Documents to the Board of Supervisors prior to their signing by the DET.

4. The Budget Analyst recommends that the proposed amended Master Agreement include a statement that all contracts be approved by the CAO and the Controller.

5. The proposed Amended Master Agreement requires that DET obtain the approval of the Controller to authorize payments to Motorola in excess of \$40 million. The Budget Analyst believes that the approval of the CAO and the Board of Supervisors should also be required to authorize any increase to this Master Agreement.

6. The proposed amended Master Agreement would allow equipment base prices to be adjusted based on the general CPI. The Budget Analyst recommends that the proposed Master Agreement be amended to adjust equipment prices

BOARD OF SUPERVISORS
BUDGET ANALYST

based on the CPI sub-index for Information Processing Equipment, rather than the general CPI, because this will more accurately reflect changes in the cost of the equipment to be purchased for this project.

6. The proposed Master Agreement would give the City the right to supply any of the labor required to complete the Project, as long as "such individual is qualified to perform the required labor, as reasonably determined by Motorola." Mr. Castillo advises that Motorola would have to warrant the work of City employees as part of Motorola's overall one year warranty of the Project. For this reason, the proposed Master Agreement would give Motorola the right to determine whether City staff is qualified to do the work. The Budget Analyst recommends that the language of this section be amended to state "...as reasonably determined by Motorola, based on objective standards." This amendment is designed to prevent arbitrary rejection by Motorola of the City's right to supply labor under the Master Agreement.

7. Under the proposed Master Agreement, Motorola would be entitled to two types of fees related to work that is subcontracted. In addition to paying the cost of the subcontract, the City would be required to pay (1) a 10 percent administrative fee; and (2) a 20 percent fee on subcontracts that directly impact the performance of the project to compensate Motorola for providing a one year warranty on the subcontractor's work. The City would therefore pay Motorola fees totaling 30 percent of the value of all subcontracts.

In the professional judgment of the Budget Analyst, the 20 percent charge on subcontractor costs for providing a one-year warranty is excessive, and should be reduced to 10 percent. It is common practice for a prime contractor to require subcontractors to obtain performance bonds for their portion of the project. The combination of a subcontractor performance bond and a 10 percent warranty fee paid by the City will provide Motorola with adequate security for the use of subcontractors, assuming that Motorola uses reasonable judgment in the selection of subcontractors.

Recommendations: 1. Amend the proposed Amended Master Agreement to include a statement that all contracts must be approved by the CAO and the Controller. While, as previously noted, the Budget Analyst believes that all of the contracts should be approved by the Board of Supervisors, the CAO's Office

believes that Board approval could result in timing delays and financing problems.

2. Amend the proposed Amended Master Agreement to adjust equipment prices based on the CPI for Information Processing Equipment, rather than the general CPI, because this will more accurately reflect changes in the cost of the equipment to be purchased for this project.

3. Amend the proposed Amended Master Agreement to reduce the subcontractor warranty fee from 20 percent of the total amount of the subcontract to 10 percent of the total amount of the subcontract.

4. Amend the proposed Amended Master Agreement to state that the City has the right to supply any of the labor required to complete the Project, as long as "such individual is qualified to perform the required labor, as reasonably determined by Motorola, based on objective standards."

5. Amend the proposed resolution so that DET is required to retain an independent project management consultant who must conduct full reviews of user needs and a study of the proposed specifications, for both Phase One and Phase Two, to provide the City with an independent evaluation of whether system components are appropriate, inadequate or excessive. The results of these evaluations should be reported to the Board of Supervisors, prior to submission of the specifications by DET to Motorola for each Phase. The review of the Phase Two proposed specifications should be presented to the Board of Supervisors prior to submission of a request to the Board of Supervisors for authorization to issue lease revenue bonds to finance Phase Two. This would provide the Board of Supervisors with an opportunity to conduct a detailed review of the planned public safety communications system before authorizing a specific level of financing for the system.

The Budget Analyst also recommends that the DET submit each of the two Phase Documents to the Board of Supervisors, and that the consultant provide an evaluation of the Phase Documents to the Board of Supervisors prior to their signing by the DET.

6. Amend the proposed Amended Master Agreement to require the approval of the CAO and the Board of Supervisors, in addition to the Controller, to authorize any payments to Motorola in excess of the \$40 million authorized in the proposed Amended Master Agreement.

BOARD OF SUPERVISORS
BUDGET ANALYST

7. Approve the proposed Amended Master Agreement, as amended.

Item 7 - File 112-94-1.2

Item: This item is a hearing to (1) consider the feasibility of withdrawing the existing contract with the San Francisco Examiner as the official newspaper for public advertising of the Board of Supervisors meetings, (2) determine if the Examiner has violated the existing contract, (3) consider the displacement of youth carriers in favor of Adult carriers, and (4) determine if and when the drivers (i.e., home delivery, single copy distribution etc.) will be called back to work.

Description: Effective July 1, 1994, the San Francisco Examiner was designated as the official newspaper of the City and County of San Francisco for all of the City's official advertising for the period July 1, 1994 through June 30, 1995 (File 112-94-1.1). Official advertising is divided into two categories: (1) Ads for Two or More Consecutive Day (Category 1) - official advertising which must be published on two or more consecutive days, and all official advertising which is required to be published in accordance with Section 2.200 or 2.201 of the Charter for special meetings of the Board of Supervisors and its standing or special committees and (2) Ads for Single or Non-consecutive Days (Category 2) - official advertising which must be published one time, other than one-time advertising related to special meetings of the Board of Supervisors and its standing or special committees, or more than one time but not more than three times per week for a specified number of weeks.

The Purchasing Department in a memo, dated November 10, 1994, to the Clerk of the Board's Office, advised that the Department does not believe that the Examiner "has materially breached its contract with the City" in connection with certain problems which arose during the recent newspaper strike. According to Mr. Bill Jones of the Purchasing Department, the Department is still of the same opinion in this regard.

In a letter, dated May 20, 1994, from Mr. William Hearst, III, Editor and Publisher of the San Francisco to the Board of Supervisors, Mr. Hearst advised that the Examiner acknowledged that "being a youth carrier teaches social responsibility and respect for work. Accordingly, the Examiner has made substantial efforts in the past to preserve the youth carrier service. Unfortunately, we operate in the real world of San Francisco in the 1990's where it is difficult to recruit youth carriers and only adults are willing to service some areas. We are nevertheless making new efforts to recruit youth carriers....."

BOARD OF SUPERVISORS
BUDGET ANALYST

Mr. Steve Falk of the San Francisco Newspaper Agency advises that representatives of the Examiner are planning to meet with the Mayor's Office and the Coalition to Save Youth Carriers to discuss the issues surrounding youth carriers. As of the writing of this report, a specific meeting date had not been determined. The San Francisco Newspaper Agency is responsible for the production and business operations of the Examiner and the Chronicle newspapers (i.e., printing, delivery, subscriptions and advertising).

Mr. Falk also advises that a charge in connection with the return-to-work agreement contained in the recently ratified contract between the Examiner and its delivery union has been filed with the National Labor Relations Board (NLRB). According to Mr. Falk, the return-to-work agreement does not stipulate the specific number of employees (i.e., drivers) that will be returned to work nor the specific time frame in which such employees will return. Pending the outcome of the NLRB's determination, Mr. Falk advises that the San Francisco Newspaper Agency will continue to operate within the terms of its agreement. Mr. Falk states that as of the writing of this report roughly 80 percent of the pre-strike drivers have returned to work.

Item 8 - File 121-94-11

Department: Art Commission

Item: Ordinance amending Section 2402 of the Police Code by increasing the compensation by \$30 to members of the Advisory Committee of Street Artists and Craftsmen Examiners from \$50 to \$80 for each meeting attended and for each visit to the studio or workshop of an applicant.

Description: Street artists are defined by the San Francisco Municipal Code as people who sell handcrafted art or craft items created by themselves or their family unit. The Advisory Committee of Street Artists and Craftsmen Examiners is responsible for screening applicants for street artist certificates and for reviewing the work of licensed street artists to ensure that the work is produced by those street artists and not by commercial vendors. The Committee consists of four experienced artists or craftpersons and one art educator, or a total of five members, all of whom are appointed by the Mayor.

Section 2402 of the Police Code currently provides that each member of the Advisory Committee of Street Artists and Craftsmen Examiners shall receive \$50 for each Advisory Committee meeting that lasts more than four hours and is attended by said member for at least 50 percent of the duration of the meeting. Police Code Section 2402 further stipulates that each member of the Advisory Committee of Street Artists and Craftsmen Examiners shall receive \$50 for each visit to the studio or workshop of an applicant for a street artist certificate for the purpose of viewing the applicant's facilities and verifying that the art or craft item for which the applicant seeks certification is his or her own creation. Pursuant to Police Code Section 2402, no Advisory Committee member shall receive in excess of \$1,250 per year for attending more than 25 Advisory Committee meetings and/or studios or workshops.

The proposed ordinance would increase the compensation for members of the Advisory Committee of Street Artists and Craftsmen Examiners from \$50 to \$80 for each Advisory Committee meeting and from \$50 to \$80 for each studio or workshop visit. In addition, the proposed ordinance would increase the annual compensation limit by \$750, from \$1,250 to \$2,000 per year, for attending up to 25 Advisory Committee meetings and/or studios or workshops.

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. The source of funds used to compensate members of the Advisory Committee of Street Artists and Craftsmen Examiners is the Street Artists Revenue Fund, which consists of street artists licensing fees. Applicants for street artist licenses are currently charged \$87.50 for a 90-day license or \$350 for a one-year license. There are presently 430 licensed street artists in the City.

2. The FY 1994-95 budget for the Street Artists Program is \$132,507. However, the Art Commission estimates that it will collect approximately \$150,000 in Street Artist Licensing Fee revenues in FY 1994-95. Thus, according Mr. Howard Lazar of the Art Commission, the additional cost of \$3,750 (five members x \$750 annual increase per member) to compensate members of the Advisory Committee of Street Artists and Craftsmen Examiners would be absorbed by the estimated surplus revenues of approximately \$17,493 (\$150,000 less \$132,507).

3. The Art Commission reports that there is \$6,250 currently allocated in the Art Commission's budget to compensate Advisory Committee members in FY 1994-95. Based on the five members of the Advisory Committee of Street Artists and Craftsmen Examiners, the maximum cost of this compensation increase, if this proposed ordinance is approved, would be \$3,750 annually (five members x \$750 annual increase per member), for a total cost of \$10,000 per year (five members x \$2,000 annual maximum compensation).

4. According to Mr. Lazar, the following are among the reasons why the Art Commission is recommending the proposed increase in compensation for members of the Advisory Committee of Street Artists:

- To provide members with a more equitable level of compensation; and
- Because members have not received an increase in compensation in four years.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 10 - File 93-94-32

Item: Resolution authorizing the Department of Social Services to be included and participate in a Memorandum of Understanding between the California Department of Social Services and the County Welfare Directors Association in order to create a new Statewide consortium of welfare departments that will initiate an emergency assistance program.

Description: The Memorandum of Understanding formally creates a new Statewide consortium of the 58 county welfare departments in California. This consortium is intended to develop and manage a Statewide computerized tracking system of child welfare cases, including juvenile probation, child protective services, and children's mental health.¹

The creation of a computer tracking system is in response to regulations promulgated by the U.S. Department of Health and Human Services (HHS) that require States to perform centralized tracking of all emergency assistance child welfare cases in order to receive funding for emergency assistance under Title IVA-EA (Emergency Assistance) of the Federal Social Security Act. For the past several years, counties in California have been ineligible for these funds because they have not submitted emergency assistance plans to HHS. These funds would cover a portion of staff time and foster care payments incurred by the county welfare agencies and are eligible to counties when a court has found that a child must be removed from a home or is at risk for removal. In addition, the regulations under Title IVA-EA state that there must be an agreement between the State welfare agency and the local welfare agencies in order to ensure that the State welfare agency monitors compliance with Title IVA at the county level. The new computer system and the increased monitoring will become part of a Statewide emergency assistance program.

The computer system would be developed and managed by the California Welfare Directors Association (CWDA).² This organization collects dues from county welfare agencies on a sliding scale (based upon the caseload of each county) and

¹ Child probation falls under the Juvenile Probation Department and Children's Mental Health falls under the Department of Mental Health. However, all claims to HHS under the emergency assistance program will be made through the Department of Social Services.

² The California Welfare Director's Association is a non-profit membership organization that represents local welfare agencies in the drafting of regulations and new legislation that affects county welfare agencies.

will pay the cost of development and maintenance of the tracking system. The proposed MOU details the responsibilities of each participant, including the responsibility for start-up and annual costs needed for the new system. The MOU is a three-year agreement, in accordance with the planning period used by HHS, which commenced July 1, 1994³ and ends June 30, 1997.

The computer system proposed under the MOU, called Assistance to Children in Emergency (ACE), will enable each county welfare department to access records on-line with a mainframe computer in Sacramento. The ACE system will share the computer that is currently in use by the State MediCal system. Because each county welfare department is currently on the MediCal system, the counties will not need to acquire new computer hardware or software to run the new ACE system. Currently, the counties are using a system stored on a single personal computer. Due to capacity constraints, each county must schedule one-half hour per day to use the data base. The ACE system will enable county welfare departments to access records at any time, as well as generate reports that are required under HHS regulations.

The estimated costs associated with developing the ACE system include salaries for programmers to develop the system on the MediCal mainframe and download data that has been accumulated under the current system, training costs and other technical assistance to the counties, the development of forms and regulations for the new system, and on-going maintenance and monitoring. The total costs in the MOU are estimated to be \$440,000, of which the CWDA, using dues from the individual counties, is expected to pay \$139,600, or approximately 32 percent, with the balance paid by HHS.

Comments:

1. Ms. Judy Bley, Director of Planning and Budget for the Department of Social Services (DSS), advises that the City will pay an additional \$4,526 in the first year to the CWDA in order to participate in the consortium. This amount will be due for the current FY 1994-95, and will go toward the \$139,600 to be paid by the CWDA. The City currently pays \$12,687 in annual dues to the CWDA. Ms. Bley states that in future years the amount the City will be required to pay will decrease and will cover costs associated with on-going maintenance and monitoring of the tracking system.

³ According to Ms. Judy Bley, Director of Planning and Budget for DSS, some county welfare agencies which also manage shelter systems for foster children have been eligible for Title IVA funds since July 1, 1994. As a result, the proposed MOU agreement would be retroactive to that date.

2. Ms. Bley states that the creation of a Statewide database is essential in meeting Federal regulations and the State's new emergency assistance plan. According to Ms. Bley, under the new plan, the City would be eligible for funds from HHS that were previously unavailable.

3. According to Ms. Bley, the City can anticipate additional Federal HHS revenue of approximately \$205,000 annually for costs which are currently paid by the City. Of this estimated amount, \$87,000 was included in the FY 1994-95 DSS budget in anticipation of the implementation of the emergency assistance program. The remaining revenue, approximately \$118,000, would become available annually from HHS once the State promulgates regulations that allow DSS to fully implement the emergency assistance program in the City. Funding in addition to the \$205,000 estimated above will become available for staff overhead once time studies are conducted following the implementation of the new emergency assistance program.

Recommendation: Approve the proposed resolution.

Items 11 and 12 - Files 222-94-6 and 222-94-6.1

Note: These items were continued from the October 4, 1994 Government Efficiency and Labor Committee Meeting.

Departments: Human Resources Department (HRD)
Mayor's Office
Civil Service Commission

Items: Item 11, File 222-94-6 - Resolution urging the Mayor to direct the Human Resources Director and urge the Civil Service Commission to enforce Civil Service Commission Rule 29, and to establish and enforce criteria for secondary employment and independent contractors to ensure that such activities will not be contrary to the interests of the City.

Item 12, File 222-94-6.1 - Resolution urging the Mayor to urge the Civil Service Commission to amend its rules to prohibit secondary employment while receiving compensatory time off pay.

Description: File 222-94-6

The City's Charter prohibits City employees from engaging in activities and outside employment that are inconsistent, incompatible or in conflict with their official or assigned duties. Civil Service Commission Rule 29 currently provides for the following: (1) establishes City policy regarding part-time employment or activities in addition to full time civil service employment, (2) requires the approval of the Human Resources Director before full time employees may engage in secondary/additional employment, (3) permits secondary/additional employment only upon the Human Resources Director determining (a) that such employment will not impair the efficiency or interfere in any way with the full and proper performance of the employee's regular civil service employment, (b) that such employment will not be in a field where substantial unemployment exists, (c) that there is an economic need or other special circumstances which necessitate that the employee engage in such employment, (d) that the performance of such employment is in no way inconsistent, incompatible or in conflict with the employees assigned civil service duties, (e) that the performance of such employment will not be contrary to the interests of the City generally and would not reflect discredit on the City service, (f) that such employment will not require more than 20 hours per week, nor more than three hours in any given day, or involve any duties whatsoever that would take place during

BOARD OF SUPERVISORS
BUDGET ANALYST

the employee's regular civil service work schedule, and (g) that such employment will not be in a hazardous occupation that would involve a substantial risk to the employee.

While Rule 29 does apply to City officers or employees who offer their services as employees of other businesses, Rule 29 does not presently apply to City officers or employees who offer these services as independent contractors. Presently, if City employees offer their services as independent contractors, such employees are not required to obtain the approval of the Human Resources Director with respect to such secondary/additional employment. For purposes of this provision, the determination of an individual's status as an independent contractor is based upon a review of the employee's income from the secondary/additional employment (i. e., if deductions are made for Workers Compensation, Social Security or Unemployment Insurance, then the person is not considered to be an independent contractor).

The proposed resolution would urge the Mayor to (1) direct the HRD to immediately ensure that all provisions of Rule 29 are fully implemented and enforced in all City departments on an ongoing basis, (2) urge the Civil Service Commission to strengthen and/or establish specific and enforceable criteria for determining when secondary/additional employment constitutes a conflict of interest or is otherwise contrary to the best interests of the City, and (3) urge the Civil Service Commission to consider including independent contractor relationships, involving City employees, within the scope of Rule 29 or, at a minimum, establish a set of criteria for appropriately distinguishing between independent contractor and employer-employee relationships.

File 222-94-6.1

Civil Service Commission Rules currently do not prohibit employees from engaging in secondary employment while on compensatory time off. According to the proposed legislation, the Board of Supervisors believes that it is contrary to the best interests of the City for employees to be working for other businesses for pay, while at the same time such employees are being paid by the City while such employees are taking their compensatory time off.

Comments:

1. Attached is a memo, prepared by Mr. Wendell Pryor, Director of Human Resources regarding File 222-94-6, which reflects Mr. Pryor's comments concerning the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. Ms. Kate Favetti of the Civil Service Commission advises that she will attend the Government Efficiency and Labor Committee on October 4, 1994, and will be available for comments and to answer any questions which the Committee may have on the proposed legislation.

Recommendation: Approval of the proposed resolutions is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

City and County of San Francisco



Department of Human Resources

WENDELL L. PRYOR,
HUMAN RESOURCES DIRECTOR

MEMORANDUM

Date: September 29, 1994

To: Harvey M. Rose
Board of Supervisors Budget Analyst

From: Wendell L. Pryor
Director of Human Resources

Re: Board of Supervisors File No. 222-94-6
Enforcement of Civil Service Commission Rule 29

I strongly disagree with the assertions and characterizations which appear in the proposed resolution (File 222-94-6) concerning the enforcement of Civil Service Commission Rule 29 by the Department of Human Resources. The resolution states that Rule 29 has been "lackadaisically enforced" and that there are no existing and enforceable criteria to determine when secondary employment is contrary to the best interests of the City.

The City Charter provides that no officer or employee of the City shall engage in any activity, employment, business, professional work or enterprise which is inconsistent, incompatible, or in conflict with official or assigned duties. Although the Charter does not specifically prohibit City employees from engaging in outside employment, Civil Service Commission Rule 29 provides that no full time civil service employees may engage in additional or "secondary" employment, except with the approval of the Human Resources Director, since such outside employment could conflict with the performance of the employee's regular duties.

It is important to note that Rule 29 does not apply to all City and County employees. Specifically, there is currently no prohibition on secondary employment for non-Civil Service employees, nor to officers and members of the Police and Fire Departments, who are governed instead by rules established by their respective Commissions.

It is not true that, "there are no existing and enforceable criteria to determine when secondary employment constitutes a conflict of interest or is otherwise contrary to the best interests of the City." Rule 29, Section D, contains explicit criteria for the review and approval of requests for secondary employment, including requirements that the employment will not interfere with the performance of the employee's regular duties, that it will not be in a field where substantial unemployment exists, and that it will not be in a hazardous occupation that would involve a

substantial risk of injury. These criteria also include specific time restrictions, including a provision that the additional employment will not be more than 20 hours per week, nor more than 3 hours in any day. Even the most cursory review of Rule 29 would convey to the reader that specific criteria have been developed and are in place to regulate secondary employment and to minimize its impact on the performance of the employee's regular duties.

Moreover, requests for secondary employment will not be considered by the Human Resources Director unless and until the appointing officer has certified that the proposed additional employment will not conflict with the employee's civil service duties and responsibilities. This is in recognition of the fact that the appointing officer is most qualified to assess the specific impact of any proposed secondary employment on a department's operations. The Department of Human Resources is not in a position to investigate these issues independently in order to refute the determinations which are made by appointing officers concerning the impact on specific work-related duties.

More troubling is the false assertion that Rule 29 has been "lackadaisically" enforced by the Department of Human Resources. On the contrary:

- This department reviews every request for secondary employment for conformity with the criteria stipulated in Rule 29, and has always issued a decision in a timely manner.
- In many instances where the employee's proposed second job will also be with a City department, this department has advised both appointing officers of the City's legal liability to pay overtime to the employee for hours in excess of 40 per week or 8 per day. In almost every instance, this has led to the decision not to offer the employee a second position, resulting in monetary savings to the City for overtime expenditures it would otherwise incur. I would especially like to note that this cost-saving enforcement action is not specifically mandated by Rule 29, but rather has been initiated independently by DHR personnel in an effort to enforce Rule 29 in the most energetic fashion possible.
- After each biweekly pay period, DHR staff review payroll reports from the Controller's Office to identify any employees who have received more than one City paycheck, indicating their involvement in secondary employment. If secondary employment has not been authorized, our staff notifies both affected departments. We also have the authority to withhold paychecks if the employee's secondary employment is not authorized, although it has not been necessary to do so to date.

However, Rule 29 does not apply to non-Civil Service employees, part-time employees, members of the Police or Fire Departments, or to City workers who are engaged elsewhere as independent contractors, rather than as wage or salary workers. Based on our experience, it appears that most workers who seek approval for secondary employment are either full time nurses seeking approval to also work on a per diem basis, or Community College District instructors who are ordinarily retained on a part-time basis by the Community College District to teach night classes, but who are also employed full time in other occupations

In contrast, none of the City's Police and Fire personnel, many of whom engage in outside employment, and none of the City's non-Civil Service employees, are required to seek approval from the Department of Human Resources to engage in secondary employment. Our lack of review of all cases of secondary employment should therefore be properly understood as a lack of jurisdiction under Rule 29, and not as "lackadaisical" enforcement of City policy.

I and my staff are available at all times to work with the Mayor and the Board of Supervisors to recommend Civil Service Commission rule changes which would prohibit secondary employment by all City and County employees, if this is the desired course of action.

Item 13 - File 27-94-16

Department: Airport

Item: Ordinance approving Modification No. 4 of the Lease and Use Agreement between Trans World Airlines (TWA), Inc. and the Airport.

Description: The Airport is proposing to modify an existing Lease and Use Agreement between TWA and the City. Under this Agreement, TWA currently leases a total of 84,609 square feet of space in various locations in the International Terminal Building at the Airport for ticket counter and gate room space, office space, storage space and ramp space. Under the proposed modification to this Agreement, TWA would relinquish 94 square feet of counter space located on the lower level of the International Terminal Building, effective October 15, 1994, resulting in net space occupied by TWA of 84,515 square feet. According to Mr. Bob Rhoades of the Airport, TWA is relinquishing this space because it no longer has a use for it.

Mr. Rhoades advises that the Airport has already granted a permit to American Airlines for the use of the 94 square feet of counter space, effective October 16, 1994. According to Mr. Rhoades, American Airlines is to be charged the same \$4,457 (\$47.42 x 94 sq. ft.) rental cost per year which had been charged to TWA. Mr. Rhoades advises that, there will be no loss in revenue because TWA's lease ended on October 15, 1994 and American Airlines' permit become effective October 16, 1994. Mr. Rhoades states that the Airport granted a permit to American Airlines, as has become the Airport's practice, on a month-to-month to basis, instead of entering into a lease for the 94 sq. ft. of space, in order to have more flexibility if a change in connection with the space is required.

Comment: As noted above, the Airport has already granted a permit to American Airlines for the use of the 94 square feet of counter space. Therefore, the body and the title of the proposed legislation should be amended to approve Modification No. 4 of the Lease and Use Agreement between TWA and the City retroactively.

Recommendations: 1. Amend the title and the body of the proposed ordinance to approve Modification No. 4 of the Lease and Use Agreement between TWA and the City retroactively.

2. Approve the ordinance as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 14 - File 106-94-2

Department: Department of Human Resources

Item: Resolution fixing highest generally prevailing wage rates for private employment on public contracts.

Description: The proposed resolution would determine that the highest general prevailing rate of wages paid for private employment on City contracts to various craft workers is as set forth in (a) the General Prevailing Wage Determination survey conducted by the Director of Industrial Relations of the State of California for all craft workers except Garage Attendants and (b) the agreement between Parking Employers and Teamsters Automotive Employees, Local 665 for Garage Attendants.

Charter Section 7.204 requires that contracts for public works or improvements involving construction or fabrication shall provide for the payment of the highest prevailing wage rates to all persons performing labor under such contracts.

Section 6.37 of the City's Administrative Code gives authority to the Board of Supervisors to fix and determine the highest general prevailing wage rates. To assist the Board in the determination of these wage rates, the Department of Human Resources is required to furnish, on an annual basis, data as to the highest general prevailing rate of wages of the various crafts and types of labor, including wages paid on holidays and for overtime, as paid by private employers in the City. In determining these wage rates, the Board of Supervisors is not limited to the data submitted by the Department of Human Resources but may consider such other information on the subject as it may deem proper.

The Human Resources Department has determined that the General Prevailing Wage Determination made by the State of California's Director of Industrial Relations represents the highest prevailing rates of wages for various craft workers except for Garage Attendants, such as those operating and maintaining City-owned parking lots and garages, because the State's General Prevailing Wage Determination survey does not include any data for Garage Attendants. Therefore, as an alternative, the Human Resources Department used the agreement between Parking Employers and the Teamsters Automotive Employees, Local 665 as the benchmark for the highest general prevailing wage for Garage Attendants. According to the current three-year agreement for the period beginning December 1, 1992, the

BOARD OF SUPERVISORS
BUDGET ANALYST

highest hourly rate was \$12.70 per hour as of December 1, 1994.

Comments:

1. Mr. Geoff Rothman of the Employee Relations Division reports that the proposed resolution would apply to at least 250 different classifications. Mr. Rothman notes that a copy of the report which specifies the increase or decrease in prevailing wage rates for each various craft worker position is in the Board of Supervisors file. Mr. Rothman estimates that the overall increase in wage rates for all various craft worker positions combined would be less than four percent.

As noted above, any City department which enters into a contract is required by Charter Section 7.204 to pay the highest generally prevailing wage rate for labor performed under the contract. While the Human Resources Department provides City departments with the annual highest generally prevailing wage rates data, the Human Resources Department does not actively monitor wage rates paid under City contracts.

2. Mr. Rothman reports that the majority of public construction contracts which the proposed resolution would apply to are contracts in the Department of Public Works (DPW) and the Public Utilities Commission (PUC). However, the proposed resolution would also apply to public construction contracts in various City departments such as the Airport, the Port or the Water Department. Mr. Hugh Havlik of the DPW Contract Office reports that the majority of DPW's public construction contracts are in DPW's Bureau of Architecture and Bureau of Engineering. Mr. Havlik indicates that in FY 1993-94, DPW public construction contracts totaled approximately \$181.4 million.

Mr. Havlik reports that the percentage of the total contract cost which would be attributable to labor would depend upon the type of construction contract. For instance, Mr. Havlik indicated that a paving contract would have a greater percentage in material costs versus a sewer repair job, which would have a higher percentage in labor costs. Assuming that the overall increase in wage rates for all various craft worker positions combined is four percent, and assuming a minimum of 50 percent of the FY 1993-94 contract costs of \$181.4 million are attributable to labor costs, the proposed increase in costs to the City for DPW construction contracts would be as follows:

	Estimated Cost of Labor <u>FY 1993-94</u>	Potential Cost of Labor <u>FY 1994-95</u>	Additional Cost to the City
DPW Construction Contracts	\$90.7 million	\$94.3 million	\$3.6 million

3. Mr. Arnold Baker of the PUC's Contract Compliance Office reports that for FY 1993-94, the PUC's construction contracts totaled \$28,632,820. Mr. Baker advises that the amount of each contract which would be attributable to labor would vary and would require an examination of each individual contract. Mr. Baker adds that the PUC Project Managers for public construction contracts monitor whether contractors and subcontractors are paying prevailing wages.

4. Mr. Kevin Hagerty of the Department of Parking and Traffic (DPT) reports that the City currently has 12 City-owned garages and surface lots that would not be affected at this time by this proposed resolution since the City's current annual revenues are based on a percentage of gross parking revenues and are therefore unaffected by garage operator costs. However, according to Mr. Hagerty, in the long term, the City's revenues could be reduced when the management contracts for these 12 garages are eventually rebid, since contractors' future bids might reflect the higher prevailing wage rates and might therefore reduce the City's percentage of gross parking revenues. Mr. Hagerty advises that an estimate of such a reduction is not available at this time.

Mr. Hagerty also reports that there are five non-profit garages where operators could pass on increased labor costs, thereby reducing revenues to the City. However, Mr. Hagerty notes that the operators of these five non-profit garages are union operators, who already pay their employees at the current benchmark rate. Therefore, the approval of this resolution would not increase the current non-profit garage operating budgets or revenues paid to the City.

5. Mr. Burke Delventhal of the City Attorney's Office reports that the Board of Supervisors is required to approve the highest generally prevailing wage rates paid for private employment under public contracts. As noted above, the Board of Supervisors may consider information on the subject other than the survey which is transmitted by the Human Resources Department which would fix the highest generally prevailing wage rates. However, Mr. Delventhal reports that this means that the Board of Supervisors may be provided with other data which indicates what the highest generally

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 6, 1994 Government Efficiency and Labor Committee Meeting

prevailing wage rates are, but the Board must still fix these wage rates.

Recommendation: Approve the proposed resolution.

Items 15 and 16 - Files 65-94-17 and 65-94-17.1

Department: Port Commission

Items: **Item 15- File 65-94-17** is an ordinance approving a new lease agreement between Bundox Restaurant, Inc., dba Waterfront Restaurant and the City and County of San Francisco, operating by and through the San Francisco Port Commission, for restaurant redevelopment and expansion at Pier 7 1/2 (Broadway and the Embarcadero).

Item 16 - File 65--94-17.1 is a resolution adopting Final Negative Declaration, finding and determining that the proposed expansion of the Waterfront Restaurant, reconfiguration of the Finger Pier at Pier 7 1/2 and provision of public access will have no significant impact on the environment, and adopting and incorporating findings of Final Negative Declaration.

Description: **Item 15- File 65-94-17**

Bundox Restaurant, Inc. ("Bundox") has been a tenant operating the Waterfront Restaurant at Pier 7 1/2 since 1969 under a lease which terminates on March 31, 1995. Bundox has requested a new lease at Pier 7 1/2 following the expiration of its existing lease and has submitted a business plan for expansion of the existing restaurant and redevelopment of the adjacent space.

**Premises
to be leased:**

The proposed lease agreement, which reflects Bundox's expansion plan, is for a total of 21,146 square feet. The existing two story building and adjacent fire lane comprise 12,478 square feet of the 21,146 square feet as follows, (1) 4,245 square feet of restaurant space located on the first floor and mezzanine which is the total space currently leased under the existing lease which expires March 31, 1995 (2) 5,405 square feet of additional space on the second floor and on the mezzanine to be used for restaurant expansion (3) 2,828 square feet of additional space adjacent to the two story building to be used for parking and for a fire lane. The remaining 8,668 square feet of the total 21,146 square feet under the proposed lease is for open space behind the restaurant and south of the restaurant on the marginal wharf which will be used for reconfiguration of the existing finger pier, Pier Number 7 1/2, construction of a future outdoor seating area and a public access area including a floating dock for transient berthing, pending

BOARD OF SUPERVISORS
BUDGET ANALYST

approval of the Bay Conservation Development Commission (BCDC).

Term of lease:

The proposed lease term is 20 years. The lease term and rent commence upon occurrence of all the following:

- (1) adoption of an ordinance of the Board of Supervisors approving the lease.
- (2) obtaining a BCDC permit and conditional use permit
- (3) obtaining financing for Phase I
- (4) issuance of building permit for Phase I improvements.

If all of the foregoing have not occurred by July 30, 1995, the Lease shall not become effective.

Rent:

The current annual base rent under the existing lease is a minimum of \$53,190 or 6% of food sales and 8% of beverage sales, whichever is higher. In Fiscal Year 1993-94, the Waterfront Restaurant's gross sales totaled \$3,486,471, generating total rent to the Port of \$227,380.

The rent structure under the proposed lease is an initial base rent of \$17,500 per month or 7% of the all sales receipts per month, whichever is greater. However, during the Phase I construction period when the restaurant may be closed, the base rent shall decrease to \$5,000 per month. It shall remain at \$5,000 per month for 9 months or until Bundox resumes beneficial occupancy, whichever occurs earlier. Phase I Construction is for improvements to the inside of the building, including expansion and improvements to the second floor and the mezzanine of the building and may necessitate closing the building to the general public. Phase II Construction is for improvements outside of the building, including demolition of the existing finger pier and construction of a replacement, construction of two outdoor eating areas and one valet parking area, and creation of a public access walkway along the waters edge.

The initial base rent shall be adjusted every three years for cost of living adjustments, except for year ten in which the base rent shall be adjusted to the greater of: (a) cost of living increase; or (b) 50% of average total monthly rent (Base rent and Percentage Rent) due during the 7th, 8th and 9th lease years.

Tenant

Improvements:

The total estimated improvement costs for Phase I and Phase II are \$2,000,000 and \$1,400,000, respectively, or a total of \$3,400,000 for both phases. The Port will pay for 50% of such improvement costs, to a maximum of \$1,000,000 for Phase I and a maximum of \$700,000 for Phase II. Any costs in excess of \$3,400,000 must be borne entirely by Bundox. The Attachment provided by the Port contains a list of the improvements and the estimated costs of such improvements.

As noted above, Phase I construction is for work done inside the building; Phase II construction is for work done outside the building. The Port's participation will be in the form of rent credits. The lease provision allows Bundox to recover a maximum of \$1,700,000 which will be recovered through rent credits against the percentage rent received in excess of the base rent over a ten year amortization period. The amortization schedule is structured so that as the Waterfront's profits increase, the rent credits also increase providing a steady rental revenue flow to the Port.

Ms. Diane Artz, Property Manager for the Port, estimates that, subject to various assumptions, the proposed new lease will generate estimated annual revenue of \$455,000 beginning in Fiscal Year 1996-97, the first full year after the construction is completed, or \$227,620 more than Fiscal Year 1993-94 revenues of \$227,380 under the existing lease. The assumptions used in the sales and rent projections are that both Phase I and Phase II construction will be completed in the first year of the lease, sales will grow 10% after the first full year and will grow 5% annually thereafter and that the rent credits will be fully amortized after year nine.

Lease Option:

The proposed lease has a provision which would entitle, but not require, Bundox to lease additional space of 3,960 square feet at Seawall Lot 324 for up to 25 valet parked cars. This provision in the proposed lease would permit Bundox to replace an existing month to month lease for the same space with a separate new lease which would commence upon the City's completion of the North Embarcadero Transportation Project (estimated at May, 1995) for a five year term. The replacement lease would be subject to a new Parking License to be entered into between the Port and Bundox and would include a monthly rental rate payable by Bundox to the Port of \$.20 per square foot, with an annual CPI adjustment. This would represent an increase from the current monthly rental rate

of \$.15 per square foot in the existing month-to-month lease. The Parking License itself is not subject to approval of the Board of Supervisors.

Description:

Item 16- File 65-94-17.1

This is a resolution adopting the Final Negative Declaration finding that the proposed expansion of the Waterfront Restaurant, reconfiguration of the finger pier at Pier 7 1/2 and provision of additional public access will have no significant impact on the environment.

On December 3, 1993, the Department of City Planning issued for public review a preliminary negative declaration for the proposed expansion of the Waterfront Restaurant. On January 20, 1994, the negative declaration was finalized by the Department of City Planning.

Subsequent to the certification of the Final Negative Declaration, changes were proposed including a revision in the configuration of the proposed pile-supported outdoor dining and public access area and the addition of a transient boat dock. According to Mr. Dennis Bouey, Executive Director of the Port, City Planning has reviewed and approved this potential addition to the project and has reported that it does not impact the environmental aspects of this project.

Comments:

1. The Port has surveyed the premises and identified some asbestos which the Port estimated could be removed at a cost of less than \$5,000. The proposed lease contains a provision requiring Bundox to remove the asbestos at its own cost and provides Bundox with a rent credit for removal costs in excess of \$5,000.

2. In recommending the proposed lease, the Port Commission found that the lease was in accordance with the Leasing Policy for Retail Sites which was adopted by the Port Commission on April 28, 1993. The Leasing Policy for Retail Sites allows for direct negotiation with an existing retail tenant without a competitive bid if the following conditions are met: the tenant is in good standing; the tenant proposes to make a significant capital investment supported by a sound business plan which will benefit the Port; the tenancy is in the best economic interest of the Port; and the tenant has a good record of affirmative action and nondiscrimination and is committed to future compliance with affirmative action efforts.

BOARD OF SUPERVISORS
BUDGET ANALYST

Ms. Artz reports that Bundox has met all of the Port's criteria as stated above and, in addition, has prepared and received Port approval of an Affirmative Action Plan. This Plan is incorporated into the lease as an exhibit.

3. According to Ms. Artz, Bundox has been working with BCDC on the design of the proposed improvements for 1 1/2 years and expects BCDC approval in February 1995. As previously noted, the proposed lease would not be effective unless BCDC approval has been obtained prior to July 30, 1995.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

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To: Sandy Brown Richardson	From:	
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Dept:	Phone #	Diane Arty
Fax # 252 0461	Fax #	Port

MEMORANDUM

November 21, 1994

To: Office of the Budget Analyst

From: Port of San Francisco

RE: December 6, 1994 Meeting
Government Efficiency and Labor Committee Meeting
Items 12 and 13 - Files 65-94-17 and 65-94-17.1
Lease with Bundox Restaurant, Inc.

TENANT IMPROVEMENTS

The preliminary budget estimate for the Tenant Improvements to the Waterfront Restaurant was submitted to Bundox by Plant Construction Company in September of 1993. The budget is based on various drawing and sketches provided by Glen Reynolds Design.

The scope of work includes alterations to existing pier, promenade, parking lot, ground level restaurant facilities, addition of second floor restaurant expansion with construction of new kitchen at the second floor at the Waterfront Restaurant on the Embarcadero.

A breakdown of the cost estimate by phases follows:

Phase I - The Restaurant

Renovation of existing restaurant	\$1,325,000.00
Second floor improvements	675,000.00
Cost for Phase I Improvements	\$2,000,000.00

Phase II - The Exterior Improvements

Outdoor dining and cafe improvements	\$ 294,000.00
Parking lot alterations	90,000.00
Construction of new finger pier	570,000.00
Construction of handicap accessible dock	446,000.00
Cost for Phase II Improvements	\$1,400,000.00

Total Project Cost	\$3,400,000.00
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Item 17 - File 172-94-39

Department: Department of Public Health (DPH)
Community Substance Abuse Services (CSAS)

Item: Resolution authorizing the Department of Public Health, to enter into a Net Negotiated Amount Agreement, retroactive to July 1, 1994, which includes a hold harmless clause, with the State of California, Department of Alcohol and Drug Programs; and designating the Director of Substance Abuse Services to sign said agreement and to approve contract amendments for transfers of less than ten percent of the contracted amount.

Agreement Amount: Not to exceed \$27,257,497

Source of Funds: State of California, Department of Alcohol and Drug Programs

Agreement Period: July 1, 1994 through June 30, 1997 (three years)

Description: The DPH reports that for the past approximately 15 years pursuant to State regulations, the DPH prepared and submitted to the State of California, Department of Alcohol and Drug Programs (DADP) a report entitled the San Francisco Demonstration County Alcohol and Drug Program Plan. This Plan reported, in part, on the outcome of San Francisco's substance abuse treatment programs for the prior fiscal year and included a proposed budget for each of the programs for the coming fiscal year. Under State regulations, the City was required to adhere to the budgets which were included in the Plan and the State reimbursed the City for its share of costs based on those budgets. The Plan was approved annually by the City-wide Alcoholism Advisory and Drug Abuse Advisory Boards, the Health Commission and the Board of Supervisors prior to its submission to the State. The Board of Supervisors approved the FY 1993-94 Plan on November 24, 1993 (File 30-93-21).

The DPH advises that pursuant to Senate Bill 627, effective July 1, 1994, counties are no longer required to submit a Plan, as noted above, related to substance abuse treatment programs. Senate Bill 627 provides, instead, that counties must now negotiate with the State for specific reimbursement rates by type of substance abuse treatment modality. These rates are then incorporated into a State contractual agreement for a total "Net Negotiated Amount" (NNA). According to Mr. Jim Curtiss, Associate Director of

BOARD OF SUPERVISORS
BUDGET ANALYST

Community Substance Abuse Services of the DPH, the primary purpose of Senate Bill 627 is to streamline the State's process for reimbursing counties for substance abuse services. Mr. Curtiss advises that while the State's methodology for reimbursing the City has changed, the funding level from the State remains the same as it would have been under the previously required Plan.

Under the proposed NNA Agreement, the State would reimburse the City a total of \$9,136,293 for FY 1994-95, as follows:

<u>Substance Abuse Treatment Modality</u>	<u>Units of Service</u>	<u>Cost Per Unit</u>	<u>Total Allocation</u>
Alcohol and Drug Programs Excluding Perinatal and <u>Parolee Components:</u>			
Support Services	11,737	\$45.55	\$534,608
Primary Prevention	90,110	20.51	1,848,356
Secondary Prevention	18,557	20.52	380,703
Non-Residential			
Outpatient /Aftercare	6,722	86.33	580,349
Residential	57,129	60.18	3,438,141
Chemically Assisted			
Treatment (Methadone)	29,908	13.36	399,669
<u>Perinatal Services Component:</u>			
Non-Residential			
Outpatient/Aftercare	1,317	47.70	62,817
Daycare Habilitative	1,978	76.98	152,257
Residential	8,395	65.53	550,130
Ancillary Services	4,257	31.71	135,000
<u>Parolee Services Component:</u>			
Support Services	4,160	25.24	104,988
Residential	17,214	52.45	902,811
Chemically Assisted			
Treatment (Methadone)	1,588	29.26	<u>46,464</u>
Total			\$9,136,293

According to the NNA agreement, "Unit of Service" is defined as follows for the substance abuse treatment modalities: (1) Support Services - available staff hours, (2) Primary and Secondary Prevention activities - available staff hours, (3) Non-Residential Treatment - available staff hours and for Daycare Habilitative only - available days (days x capacity), (4) Residential - available bed days, (5) Chemically Assisted Treatment (Methadone) - for maintenance and detoxification - patient slots x available

days and for inpatient detoxification - available bed days, and (6) Ancillary Services - available staff hours.

The DPH, CSAS currently funds 91 community-based combined alcohol and drug programs through 31 community-based agencies. These programs represent a continuum of care which includes primary and secondary prevention and treatment programs.

The total amount appropriated for the DPH's direct substance abuse services and associated administrative costs for FY 1994-95 is \$26,543,477. The source of funds is as follows: (1) the NNA Agreement - \$9,136,293, (2) General Fund - \$7,616,050, and (3) State and Federal Grants \$9,791,134. It should be noted that the funds to be allocated to the City for Fiscal Years 1995-96 (approximately \$9,060,602 and 1996-97 (approximately \$9,060,602), under the three-year NNA Agreement, would also be included in the DPH's annual budget's for those two fiscal years.

As previously noted, the proposed NNA Agreement includes a hold harmless agreement. Ms. Paula Jesson of the City Attorney's Office, advises that she has reviewed the hold harmless agreement and that it is reasonable for the City enter into this hold harmless agreement as it is drafted.

In addition to authorizing the DPH to enter into the proposed NNA Agreement, the proposed resolution would also authorize the Director of Substance Abuse Services to approve amendments to the Agreement involving the reallocation of less than ten percent of the annual Agreement amount within the various substance abuse treatment modalities noted above. According to Mr. Larry Meredith, Director of Substance Abuse Services, this authorization is necessary in order to expedite changes and could only be done with approval by the San Francisco Health Commission.

Comment:

1. As previously noted, the proposed legislation would authorize the Director of Substance Abuse Services to approve amendments to the NNA Agreement involving the reallocation of less than ten percent of the annual Agreement amount within the various substance abuse treatment modalities. Based on 9.9 percent of an Agreement amount of \$9,136,293 for FY 1994-95, if the proposed legislation were approved, the Director of Substance Abuse would have the authority to approve amendments totaling up to \$904,493 without further approval from the Board of Supervisors. As such, the

BOARD OF SUPERVISORS
BUDGET ANALYST

Budget Analyst believes that approval of this provision of the proposed legislation is a policy matter for the Board of Supervisors.

2. As previously noted, the NNA Agreement has an effective date of July 1, 1994. As such, the proposed resolution provides for retroactive approval for the DPH to enter into the NNA Agreement.

Recommendations: 1. Approval of the provision in the proposed ordinance, which would authorize the Director of Substance Abuse Services to approve amendments to the NNA Agreement involving the reallocation of less than ten percent of the annual Agreement amount within the various substance abuse treatment modalities, is a policy matter for the Board of Supervisors.

2. Approve the proposed ordinance.

Item 18 - File 172-94-38

Department: Department of Public Works (DPW)

Item: Resolution authorizing a limitation of liability clause in a contract between the Department of Public Works and Lotepro Corporation for operations consulting services, maintenance and troubleshooting associated with the DPW cryogenic oxygen generation plant.

Description: The Department of Public Works (DPW) is proposing that the City authorize DPW to execute a contract which contains a clause to limit the contractor's liability to the City.

Comments: 1. According to Mr. William Keaney, Manager of the Bureau of Water Pollution Control (BWPC) of the Department of Public Works, the proposed contract is a continuation of an existing contract for consultant services of Lotepro Corporation (Lotepto). Lotepro provides consultant services for cryogenic oxygenation to both the Southeast and Oceanside Sewage Treatment Facilities. The previous contract with Lotepro Corporation expired on June 30, 1994 and was for \$38,000 per year.

Mr. Keaney advises that the cryogenic oxygen process is the second treatment phase of waste water treatment and is necessary for the activated sludge process to occur. The cryogenic process liquifies air and distills high purity oxygen which is pumped into the aeration tanks and supports the growth of bacteria. This bacteria produces harmless by-products and the resultant wastewater is then able to meet the Federal and State standards which allows it to be safely released into the ocean. BWPC states that the cryogenic consulting services are essential to the operation of the City's sewage treatment plants.

2. Mr. Keaney states that BWPC advertised for proposals and Lotepro was the only consultant to respond because of the consultant's particular expertise in the process of cryogenic oxygenation. BWPC was unable to identify any other consultants that were interested in submitting proposals.

3. According to Mr. Keaney, the City has attempted to negotiate with Lotepro for a consulting services contract which contains the standard provisions regarding the

BOARD OF SUPERVISORS
BUDGET ANALYST

allocation of liability between the parties but Lotepro insists on including a clause which limits its liability to the City.

4. According to Mr. Tony Flores, Deputy City Attorney, pursuant to the Charter, no City department has the authority to hold a contractor harmless from the consequences of their actions, unless such authority is granted by the Board of Supervisors. Therefore, DPW is required to obtain approval from the Board of Supervisors in order to limit Lotepro's liability to the City.

5. The proposed limitation of liability provision states :

"In no event shall either party be liable for indirect, incidental or consequential damages. No claim of any kind, whether based on negligence, warranty or breach of contract shall be greater than the annual value of the contract. Lotepro agrees that the foregoing monetary cap on claims shall not apply to claims for direct damages to person (including death) or property caused by the fault, negligence or strict liability of Lotepro, its officers, employees, agents, subcontractors or suppliers, and that such direct damages shall in no event be considered "indirect", "incidental" or "consequential" damages; provided however, that Lotepro's liability to the City for direct property damage claims of the City shall be limited to the amount of Lotepro's insurance coverage of five million dollars (\$5,000,000), whichever is greater. Lotepro warrants that the foregoing types of limitations are currently required in all of its customer contracts and that if Lotepro provides more favorable terms and conditions with respect to the foregoing to any of its customers under service agreement with Lotepro, the same shall automatically apply to the City."

It should be noted that there are two typographical errors in the above-cited limited liability clause on line 10 and on line 14. In order to correct these errors (1) the word of in the phrase "of five million dollars" should be changed to or on line 10 and (2) the word he in the phrase "with respect to the foregoing" should be changed to the on line 14.

6. Mr. Flores states that the inclusion of such a clause increases the liability of the City and exposes the City to a level of risk greater than the standard professional services contract.

7. According to Mr. Flores, the proposed limitation of liability would limit Lotepro's liability to the annual value of the contract, except for personal injury and property damage, which would be limited to \$5,000,000 or the amount of Lotepro's insurance, whichever is greater. According to Mr. Keaney the annual value of the proposed contract is \$60,000.

Mr. Flores advises that Lotepro has insisted that as a condition for continuing to provide services to the City, the City must include in any contract with Lotepro the aforementioned limitation of liability clause. Lotepro considers the inclusion of this clause to be a nonnegotiable condition. According to Mr. Keaney, without the Lotepro consulting contract in place the City is in jeopardy of violating Federal and State regulations and could be subject to fines of \$10,000 per day in the event of a problem with the cryogenic system.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

Item 19 - File 172-94-43

Department: Recreation and Park Department

Item: Resolution approving a lease agreement between the City and Self Help for the Elderly for space at the South Sunset Recreation Center Club House so that Self Help may operate a Senior Nutritional and Senior Activities Program.

Location: South Sunset Recreation Center located at 40th Avenue and Vicente Street, San Francisco

Purpose of Lease: Self Help for the Elderly provides a senior socialization and nutrition program for the City's seniors.

Lessor: City of San Francisco acting through the Recreation and Park Commission.

Lessee: Self-Help for the Elderly

Annual Cost: Under the terms of the proposed lease, Self-Help for the Elderly would pay no rent.

Term of Lease: 20 years

Description: In 1989, Self-Help for the Elderly, a private non-profit agency, applied for and received a grant of \$250,000 from the California Senior Center Bond Act of 1984 to renovate the City-owned South Sunset Recreation Center facility. This renovation enlarged the meeting area and kitchen, made the rest rooms handicap accessible and expanded the Club House to accommodate 100 seniors. The required matching funds of \$585,000 were satisfied in-kind by the Recreation and Park Commission's agreement to furnish the use of the facility itself and to maintain the facility.

According to Ms. Annie Chung, Executive Director of Self-Help for the Elderly, the renovations began in 1989 and were completed in 1992. Self-Help for the Elderly occupied the premises and began providing services on February 1, 1992.

Mr. Joel Robinson of the Recreation and Park Department, advises that the submission of the proposed lease to the Board of Supervisors was delayed because (1) it took approximately one year for Recreation and Park Department to prepare the lease and (2) when the lease was transmitted to the Board of Supervisors, it was inadvertently misplaced. As such, from the period

beginning on February 1, 1992 until the present time, Self-Help for the Elderly has been operating their program at the South Sunset Recreation Center under an oral agreement with the Recreation and Park Department. The Recreation and Park Commission approved the proposed lease agreement between the Recreation and Park Department and Self-Help for the Elderly at its March 1993 meeting.

Comments:

1. Under the terms of the proposed lease, the lessor (the Recreation and Park Department) is responsible for paying the utilities. The lessee, Self-Help for the Elderly, is responsible for maintaining the premises in an orderly manner. Although the Recreation and Park Department is responsible for providing garbage pick-up, due to the volume of garbage, Self-Help for the Elderly must, at its own expense, provide any needed debris boxes.
2. Under the lease provisions, Self-Help for the Elderly is required to operate and has been operating, a senior nutrition and senior activities program. Under this program meals are served to approximately 65 seniors per day at 12 noon. Before and after meals, Self-Help for the Elderly provides a wide range of educational, social and recreational activities including arts and crafts, cooking, knitting, painting, calligraphy and dancing. In addition Self-Help for the Elderly provides information and referral and social services to the seniors who attend the program.
3. All seniors are welcome to participate in any or all of the programs offered at the site. Seniors must be 60 or older to participate in the Nutrition program. All non-seniors who accompany seniors must pay the full cost of meals.
4. During the Easter, summer and Christmas holiday vacation periods, the Recreation and Park Department and Self-Help for the Elderly have inter-generation programs that involve both seniors and youth. Youth primarily use the outdoor space between the hours of 8:30am and 1:00pm. After 1:00pm, the Recreation and Park Department and Self-Help for the Elderly design and supervise indoor activities that include and accommodate both seniors and youth.
5. Mr. Arnold Phil Arnold of the Recreation and Park Department states that this arrangement between a City department and a community-based agency has been a success which has enabled both parties to create a quality senior program in the Sunset District. According to Mr.

Arnold although the Recreation and Park Department has the facility, the Department does not have sufficient staff for programming, whereas Self-Help for the Elderly has the staff but no readily available facility.

6. For the services provided by Self Help for the Elderly, including the serving of meals (home delivery and community centers), in-home support services, social services, senior travel services and housing counseling the City will pay Self Help for the Elderly a total of \$1,096,012 in FY 1994-95 using Federal funds and Parking Tax funds. As previously noted, under this proposed lease agreement, Self Help would pay no rent. Mr. Robinson states that the reason the City would charge no rent to Self Help for the Elderly, even though Self Help gets paid for all of the services which it provides, is primarily because Self Help for the Elderly, as noted above, used \$250,000 in State grant monies to renovate and expand the South Sunset Recreation Center, to provide space for the senior activities and increased recreational opportunities for the youth of the community.

7. The proposed lease contains a provision that states that the lease shall not be effective for any purpose whatsoever until approved by ordinance of the Board of Supervisors and executed by the Mayor. Mr. Scott Emblidge of the City Attorney's Office advises that an Amendment of the Whole of this proposed legislation has been prepared by his Office, which will amend this legislation to be in the form of an ordinance instead of a resolution. Such Amendment of the Whole will be introduced at the Government Efficiency and Labor Committee meeting on December 6, 1994. In addition to this amendment, the proposed legislation will also be amended to authorize approval of the start-up date of the proposed lease retroactive to February 1, 1992, to coincide with the actual time that Self Help for the Elderly has occupied this space.

Recommendations: Approval of the proposed resolution to provide a City-owned facility without charging rent to Self Help for the Elderly for 20 years is a policy matter for the Board of Supervisors.

Item 20 - File 51-94-3

1. The proposed resolution would authorize the reimbursement for the cost of personal property of City and County employees which was damaged in the line of duty during July, August and September, 1994.

2. Section 10.25-1 of the Administrative Code authorizes the Controller to provide reimbursement to City employees to recover part or all of the costs of replacing or repairing personal equipment or property which was damaged or destroyed in the line of duty without the fault of the City employees. The Controller recommends reimbursement after reviewing the claim and after reviewing the Department Head's certification that the damage occurred in the line of duty and that the amount certified for payment is fair and reasonable.

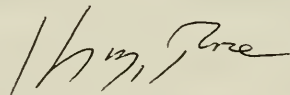
3. Of the six employee claims submitted, the Controller's Office has recommended that four claims be denied and that two claims be fully paid. The total reimbursement amount for the two claims to be fully paid is \$382.34 (See Attachment).

Comment

The Controller has certified that funds are available for these employee reimbursements. The source of funds is Claims and Judgments, General Fund, which has been included in the FY 1994-95 budget.

Recommendation

Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal

Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

REIMBURSEMENT FOR DAMAGED OR STOLEN
PERSONAL PROPERTY OF CITY EMPLOYEES

Date: November 14, 1994
File No. 51-94-3

<u>Department Claimant</u>	<u>Amount Claimed</u>	<u>Controller's Recommended</u>	<u>Comments</u>
<u>DPH</u>			
Jean Rhim	302.00	-0-	Deny, there is no evidence of City and County responsibility.
<u>DPW</u>			
Hanson Tom	43.39	43.39	Allow, the incident occurred through no apparent fault of the employee.
Kevin Moore	70.00	-0-	Deny, there is no evidence of City and County responsibility.
<u>Juvenile Probation</u>			
Jacob Davis	150.00	-0-	Deny, there is no evidence of City and County responsibility.
Gerald Lee Wood	338.95	338.95	Allow, the incident occurred in the line of duty through no apparent fault of the employee.
<u>Municipal Railway</u>			
Hiawatha Washington	324.00	-0-	Deny, there is no evidence of City and County responsibility.
GRAND TOTAL	\$1,228.34	\$382.34	

0.31
3
120/94
CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

DOCUMENTS DEPT.

DEC 20 1994

SAN FRANCISCO

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December 16, 1994

TO: Government Efficiency and Labor Committee
FROM: Budget Analyst
SUBJECT: December 20, 1994 Government Efficiency and Labor Committee Meeting

Items 1a and 1b - Files 61-94-7 and 61-94-7.1

Department: Public Utilities Commission (PUC)
San Francisco Water Department

Item: File 61-94-7 is a resolution approving an extension of time for award of Water Department Contract No. WD-2159R.

File 61-94-7.1 is a resolution approving return of a portion of the bid security funds to the low bidder for Water Department Contract WD-2159R.

Description: File 91-94-7

Section 6.1 of the San Francisco Administrative Code requires that the Board of Supervisors approve the extension of time to award a contract if award of the contract is not made within 30 days of the acceptance of the bid, or within an additional 30 days if required for implementation of affirmative action under Chapter 12B.

Water Department contract WD-2159R provides for the installation of a concrete interior coating at the Forest Hill water storage tank. The PUC accepted the low bid in the amount of \$49,820 on this contract on June 14, 1994 from Epoxy Contractors. Epoxy Contractors has since been

unable to secure the required performance, labor, and material bonds despite good faith efforts, which has resulted in the firm not being able to perform the work required under the contract. As such, the contract was not awarded within 30 days of the bid acceptance. Epoxy Contractors is not an MBE/WBE firm.

The proposed resolution would grant the PUC an extension of time to award San Francisco Water Department Contract WD-2159R. The proposed resolution does not specify the length of the extension. Mr. Geno Grundy of the Utilities Engineering Bureau reports that the Water Department anticipates awarding this contract by January 31, 1995, to the next lowest bidder, Bay Area Coating, in the amount of \$66,800. Bay Area Coating is not an MBE/WBE firm.

File 61-94-7.1

In place of a bond, Epoxy Contractors had submitted a certified check to the City in the amount of \$4,980 with their bid. The PUC has recommended that the City return \$3,580 of this amount, and retain \$1,400 in funds expended for PUC administrative costs involved in the bid processing. The proposed resolution would authorize the return of \$3,580 in bid security funds to Epoxy Contractors.

- Recommendations:**
1. Approve the proposed resolution authorizing the PUC to extend the time for award of contract WD-2159R (File 61-94-7).
 2. Approval of the proposed resolution to return \$3,580 of a \$4,980 bid security payment made by Epoxy Contractors to the City is a policy matter for the Board of Supervisors (File 61-94-7.1).

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

Item 1c - File 89-94-18

Department: Police Department

Item: Resolution authorizing enrollment of Classification 8240, Police Communication Shift Supervisor, in the State Disability and Insurance Program.

Description: The proposed resolution will authorize enrollment of Classification 8240, Police Communication Shift Supervisor, in the State Disability and Insurance Program (SDI). The cost of the SDI coverage would be paid by the employee through normal payroll deductions. The proposed legislation would not involve significant cost to the City as the Controller's payroll system is programmed to include this deduction.

SDI pays disability benefits to employees who suffer a non-industrial injury or illness. SDI-eligible employees have been paying into the SDI system since July 1, 1981. Currently, the payroll deduction is 1.3 percent of the first \$31,767 of gross salary for each employee, with a maximum of \$412.97 annually. While SDI coverage is mandatory for all employees within bargaining units enrolled in the SDI program, it is not mandatory that employee classifications which are not represented by a bargaining unit be included in the SDI program unless a majority of employees within the classification request coverage.

The Employee Relations Division of the Human Resources Department reports that it has received a petition requesting SDI coverage signed by all of the four employees in the Police Communication Shift Supervisor classification.

The following classification, which is not represented by a bargaining unit, would be authorized to enroll in the SDI program under the proposed resolution:

<u>Position</u>	<u>Classification</u>	<u>Number of Employees</u>
8240	Police Communication Shift Supervisor	4

Recommendation: Approve the proposed resolution.

Item 1d - File 138-94-12

Department: District Attorney

Item: Resolution authorizing the District Attorney (DA) of the City and County of San Francisco retroactively to apply for, accept and expend funds not to exceed \$150,000, available through the California Department of Justice, for a project entitled "Spousal Abuser Prosecution Program" for the nine-month period October 1, 1994 through June 30, 1995, placing \$40,000 on reserve.

Grant Amount: Not to exceed \$150,000

Grant Period: October 1, 1994 to June 30, 1995

Source of Funds: California Department of Justice

Project: Spousal Abuser Prosecution Program

Description: The proposed nine-month grant would support the Spousal Abuser Prosecution Program (SAPP). SAPP is a vertical prosecution program that enhances the DA's effort to prosecute and convict individuals arrested for spousal abuse crimes. A vertical prosecution program is a program where the victim works with the same prosecutor throughout the life of the case. Typically, a victim would work with a different prosecutor each time a court date is scheduled, according to the DA. A vertical prosecution program is more effective and easier for the victim, because the same prosecutor is involved during the entire case period.

The proposed grant would provide funds for a qualified prosecutor, victim counseling and coordination with local victim service organizations.

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

Budget: The proposed budget, for the nine month period retroactive from 10/1/94 through 6/30/95 is as follows:

Personnel

1 Attorney	\$88,677	
Fringe Benefits @ 12.6 percent	<u>11,163</u>	
Total Personnel		\$99,840

Materials and Supplies

Photocopying	613	
Office Supplies	547	
Postage	189	
Telephone	1,148	
Grant-Required Audit	<u>1,100</u>	
Total Materials and Supplies		3,597

Travel/Training (see Comment 7) 1,370

Equipment (see Comment 8) 5,193

Total Project Budget \$110,000

Amount to Be Placed on Reserve
(see Comment 4) 40,000

Total Grant Amount for nine months \$150,000

Required Match: \$22,000 from the DA's existing 1994-95 budget

Indirect Costs: None because such costs are not allowed by the funder.

Comments:

1. The District Attorney advises that it has already submitted its application for this grant funding. As such, the resolution provides for retroactive authorization to apply for the grant funding, as well as ratification for actions previously taken.
2. A Summary of Grant Request, as prepared by the Department of Public Health, is attached to this report.
3. The Disability Access checklist for this grant application is in the Clerk of the Board's file.
4. The proposed resolution would authorize the DA to apply for a grant of up to \$150,000. The California Department of Justice previously notified the DA that the grant amount would likely be \$110,000, and that the DA should submit a budget proposal including costs of \$110,000. However, the Department of Justice also advised the DA that the grant amount might be increased to \$150,000. In order to allow the

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

DA to accept the additional \$40,000, if such additional funds are authorized, the proposed resolution would authorize the DA to apply for a grant of up to \$150,000, while \$40,000 has been placed on reserve.

5. The proposed grant would require a local match of \$22,000. The DA advises that the local match would be taken from the Department's existing 1994-95 budget.

6. The proposed grant would include no indirect costs because such costs are not allowed by the funder.

7. Travel and Training costs of \$1,370 would support the costs for the program's Attorney to attend a conference and training in Southern California, as mandated by the funder.

8. Equipment costs of \$5,193 would support computer hardware and software for a case tracking system, as required by the funder. According to Ms. Deborah Vincent-James of the Electronic Information Processing Steering Committee (EIPSC), the DA does not require EIPSC approval for this equipment, because it falls under the "Rule of 20" which allows departments to purchase up to 20 pieces of computer equipment without EIPSC approval.

Recommendation: Approve the proposed resolution.

Grantor Department of Justice
Contact Person Carol Gorden
Address 1515 "K" Street
Sacramento, CA 95814
Amount Requested \$ 110,000
Term: From 10/1/94 To 6/30/95

Division District Attorney
Section Domestic Violence
Contact Person Candace Heisler
Telephone 553-9743
Application Deadline 10/21/94
Notification Expected 11/1/94

Board of Supervisors: Finance Committee

Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (~~continuation~~) (allocation) (~~continuation~~) grant in the amount of \$ 110,000 from the period of 10/1/94 to 6/30/95 to provide Spousal Abuser Prosecution Program services.

II. Summary: (Cover history, need addressed; whether a group served, services and providers)

Because of revenue reductions and consequent reductions in the number of attorney positions available in the Criminal Division of the District Attorney's Office, the DA's office has been unable to allocate appropriate resources to the prosecution of misdemeanor domestic violence cases. DOJ/SAPP funding will allow the allocation of one attorney, one investigator, and one support staff to handle such cases.

III. Outcomes/Objectives:

The SAPP unit will establish Misdemeanor Domestic Violence Protocols similar to those used for Felonies; at least 100 cases will be vertically prosecuted; existing Domestic Violence advocates will vertically assist in those cases; semi-annual training will be provided to other attorneys and investigators within the office handling the balance of IV. Effects of Reduction or Termination of These Funds: domestic violence cases within the office. The number of attorneys assigned to the Misdemeanor Section has been reduced from 18 to 12. Without these additional funds, the DA's resources cannot be stretched further to vertically prosecute misdemeanor domestic violence cases.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed 110,000	Col. D Change	Req. Match	Approved by
Grant Amount			110,000		22,000	
Personnel			99,840		22,000	
Equipment			5,193			
*Contract Svc.			0			
Mat. & Supp.			3,867			
Facilities/Space			0			
Other-Audit			1,100			
Indirect Costs			Not Allowed			

VI. Data Processing

(same included above)

VII. Personnel

F/T CSC			3.0FTE			
P/T CSC					1.8FTE	
Contractual						

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
DA's Office: Domestic Violence Prosecution; Family Violence Program

Will grant funded employees be retained after this grant terminates? If so, How?
It is anticipated that continuation funding will be available through the State Legislature, similar to our other vertical prosecution unit funding.

*VIII. Contractual Services: Open Bid NA Sole Source NA (If sole source, attach Request for Estimate Form)

Item 1e - File 146-94-32

Department: Department of Public Health

Item: Resolution authorizing the Department of Public Health, Community Public Health Services, to apply for retroactively and accept and expend a grant of \$177,139, which includes indirect costs in the amount of \$16,103, from the State Department of Health Services to increase the capacity of the Department for supporting violence prevention efforts; providing for ratification of action previously taken.

Grant Amount: \$177,139

Grant Period: February 1, 1995 to January 31, 1998 (three years)

Source of Funds: California Department of Health Services

Project: Violence prevention capacity-building, data collection, and training program.

Description: The proposed grant would fund a three-year program to build the capacity of the Department of Public Health (DPH) to work on violence prevention. The DPH would; a) help staff a network of local community violence prevention agencies and groups, b) collect and disseminate epidemiological data regarding violence, especially handgun violence, in the City, and, c) establish a training program on violence prevention and the underlying causes of violence which would be made available to institutions and citizens Citywide.

Budget: The budget for the proposed program, for the three-year period February 1, 1995 to January 31, 1998, is as follows:

Personnel

Senior Physician Specialist 2232 .10 FTE	\$27,808
Assistant Health Educator 2819 .60 FTE	83,034
Fringe benefits @ 29 percent of salaries	<u>32,144</u>
Sub-Total	\$142,986

Operating costs (materials, printing, travel) 18,050

Sub-total of direct costs \$161,036

Indirect costs @ 10 percent of direct costs 16,103

Total \$177,139

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

Required Match: None

Indirect Costs: \$16,103, based on grantor limit of 10 percent of direct program costs.

Comments:

1. The Department of Public Health advises that they have already submitted the grant application in order to meet a State deadline of October 31, 1994. Therefore, the proposed resolution provides for retroactive authorization to apply for the grant funds, as well as authorization to accept and expend the grant funds.
2. A Summary of Grant Request, as prepared the Department of Public Health, is attached.
3. The Disability Access Checklist is in the Clerk of the Board's file.

Recommendation: Approve the proposed resolution.

*VIII. Contractual Services: Open Bid N/A Sole Source N/A (If sole source, attach Request for Exemption Form)

Item 1f - File 146-94-33

Department: Department of Public Health (DPH)

Item: Resolution authorizing the Department of Public Health, Community Public Health Services, retroactively to apply for, accept and expend a grant of \$299,000, which includes indirect costs in the amount of \$14,959, based on 22 percent of salaries, from the Federal Social Security Administration, to assist recipients of General Assistance who may be Social Security Insurance (SSI) eligible to apply for and receive SSI/Social Security Administration (SSA) benefits; providing for ratification of action previously taken.

Grant Amount: \$299,000

Grant Period: July 1, 1994 to June 30, 1995

Source of Funds: Social Security Administration

Project: SSI One-Stop Triage Unit

Description: The SSI One-Stop, which includes the Triage Unit as well as three other units, is a joint project of the Federal Social Security Administration, the Department of Social Services (DSS), and the DPH. The purpose of the entire SSI One-Stop is to assist General Assistance recipients who may be SSI eligible to apply for SSI and be approved. The four units included in the SSI One-Stop are the Triage Unit, the Medical Evaluation Unit, the Psychological Evaluation Unit, and the Advocacy Unit. A portion (55.2 percent) of the Triage Unit's total \$541,657 FY 1994-95 budget, or \$299,000, would be funded under this proposed grant. The Unit's remaining costs of \$242,657 are included in the DPH's FY 1994-95 budget.

The Triage Unit, so named because the word "triage" means "to sort," sorts clients into SSI eligible or ineligible. The Triage Unit assesses up to 100 General Assistance (GA) recipients who self-report inability to work, to: (1) determine whether such GA recipients are, in fact, employable; (2) refer these GA recipients to appropriate non-profit service providers and others; and (3) assist the GA recipients to fill out SSI application forms. The Triage Unit also provides SSI/SSA application case management services to 20 clients per day.

To the extent that the SSI One-Stop succeeds in assisting General Assistance recipients to become SSI recipients

instead of remaining on General Assistance, General Fund costs are reduced, because General Assistance is supported by 100 percent General Fund monies, while SSI is supported by 100 percent Federal funds. Also, SSI recipients are automatically eligible for MediCal. According to Mr. Robert Wolters of the DPH, the Social Security Administration reimburses the County for General Assistance payments and medical costs retroactive to the date when a General Assistance recipient, who is determined to be eligible for SSI, first applied for SSI. (The SSI eligibility date is defined as the initial application date.)

Currently, 42 percent of SSI applications filed by General Assistance recipients are approved by the Social Security Administration. The DPH anticipates that the approval rate will increase to 75 percent as a result of the efforts of all four SSI One-Stop units. The total estimated savings from all of the activities of the SSI One-Stop units, including reimbursements for General Assistance and medical care costs retroactive to the initial SSI application date (i.e., the SSI eligibility date), would be approximately \$400,000 annually, according to Mr. Galen Leung of the DPH.

Budget: The proposed budget for 55.2 percent of the SSI One-Stop Triage Unit's total budget for the entire one-year period retroactive to July 1, 1994 through June 30, 1995, is as follows:

Personnel

Social Worker	\$67,995	
Fringe Benefits @ 19 percent	<u>12,919</u>	
Total Personnel		\$80,914

Contractual Services

Family Service Agency		195,153
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<u>Materials and Supplies</u>		1,174
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<u>Copier & Messenger Services</u>		6,800
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<u>Indirect Costs</u>		<u>14,959</u>
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TOTAL		\$299,000
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Required Match: None

Indirect Costs: \$14,959

Comments: 1. The DPH advises that it has already submitted its application for this grant funding. As such, the resolution

provides for retroactive authorization to apply for the grant funding, as well as ratification for actions previously taken.

2. A Summary of Grant Request, as prepared by the Department of Public Health, is attached to this report.

3. The Disability Access checklist for this grant application is in the Clerk of the Board's file.

4. The DPH advises that the contractor, Family Service Agency, was selected through a modification of an existing contract. The Family Service Agency is a non-profit organization.

Recommendation: Approve the proposed resolution.

Grantor: Social Security Administration
Contact Person: Ken Burden
Address: SSA, Baltimore, Me.

Division: Community Public Health Services
Section:
Contact Person: Robert Wolters
Telephone: 558-4770
Application Deadline: 10/93
Notification Expected: Awarded March, 1994

Amount Requested: \$ 299,000
Term: From 7/1/94 To 6/30/95

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation)
(Circle or (augmentation to a) (grant) in the amount of \$299,000 from the period of
Underline) 7/1/94 to 6/30/95 to provide case
management of clients through the SSI application process. \$299,000

II. Summary: (Purpose; Funding Year; Target Groups; Services; Providers)

To assist those GA clients who are disabled to apply for and receive SSI benefits, thus reducing the number of persons receiving GA benefits, allowing DSS to recoup benefits paid pending SSI approval, and allowing SFGH and other DPH facilities to obtain reimbursement from the Medi-Cal program retroactive to the SSI approval date. This is a joint venture between SFGH and DSS. Services will include GA screening case management, disability evaluations and provision of medical records, searches and abstraction to support the client's SSI application.

III. Outcomes/Objectives:

1. Provide GA Employability Ratings and SSI Eligibility Screenings to 100 GA clients/day.
2. Provide SSI/SSA application case management services to 20 clients/day.
3. Improve SSI award rate of 42% to 75%.

IV. Effects of Reduction or Termination of These Funds:

Reduction of the projected GA and Medi-Cal revenues.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Yr./Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved By
Grant Amount			\$299,000			
Personnel			80,914			
Equipment						
*Contract Svc.			195,153			
Mat. & Supp.			1,174			
Facilities/Space			0			
Other (Copier, msgr.)			6,800			
Indirect Costs			14,959			

VI. Data Processing

(costs included above)

VII. Personnel

F/T Civil Service			1.0			
P/T Civil Service			0.6			
Contractual			5.3			

Source(s) of non-grant funding for salaries of Civil Service employees working part-time on this grant:
General fund.

Will grant funded employees be retained after this grant terminates? If so, How?

Yes. Salary funded by revenue.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)
Contract with Family Service Agency is part of larger CMHS contract which is already certified and in place.

Item 1g - File 148-94-12

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Department of Public Works to apply for, accept and expend \$235,814 in State grant funds for a used oil recycling program from the California Integrated Waste Management Board; waiving indirect costs; providing for ratification of action previously taken.

Grant Amount: \$235,814

Grant Period: From award of funds through June 1996

Source of Funds: California Environmental Protection Agency, California Integrated Waste Management Board (CIWMB).

Project: Used Oil Recycling Program

Description: The Department of Public Works would use the proposed grant funds to conduct programs to increase recycling of used motor oil in the City. Programs would include startup grants and equipment purchase grants to operators to expand the number of certified used oil collection centers, school education programs, and public education programs including an incentive program offering free motor oil changing kits to encourage citizens to recycle, instead of dumping, used motor oil.

Budget:

<u>Personnel</u>		
.5 FTE Intern (1,040 hours @ \$14.42/hr.)		\$15,000*
<u>Certified Collection Center Program</u>		
Halogen detector test kits 60 @ \$180 each	10,800*	
Operating grants	70,000	
Equipment grants	<u>14,500</u>	
Sub-total		\$95,300
<u>School Education Program</u>		
Demonstration car for school visits	7,000*	
Publications/materials	5,000	
Oil collection facilities at schools	<u>18,000</u>	
Sub-total		\$30,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

Public Education Program

Non-English publications	10,021
Oil changing kits 2025 @ \$3.70 each	7,493*
Transit shelter/Bus ads	8,000
Point-of-purchase publications	8,000
Street signs and banners	14,000
Spanish-speaking radio advertisements	23,000
Cable TV advertisements	<u>25,000</u>
Sub-total	<u>\$95,514</u>
Total	\$235,814

*See Comment No. 2

Required Match: None

Indirect Costs: Waived, in accordance with grant requirements.

Comments:

1. The Department of Public Works advises that they have already submitted this grant application in order to meet a December 16, 1994 State deadline. Therefore, the proposed resolution provides for retroactive authorization to apply for the grant funds, as well as authorization to accept and expend the grant funds.

2. Of the proposed budget of \$235,814, most line items are preliminary estimates and do not specify the cost of services or the unit costs of materials. Costs are specified for the four line items denoted by asterisks above, including; personnel costs, halogen test kits, a demonstration car for school programs, and oil changing kits, for a total of \$40,293 for these items. The Budget Analyst recommends that the proposed resolution be amended to reserve the remaining funds, in the amount of \$195,521, (\$235,814 less \$40,293), until the details of the remaining budget items are available to the Board of Supervisors.

3. A Summary of Grant Request, as prepared by the Department of Public Works, is attached.

4. The Disability Access Checklist is in the Clerk of the Board's file.

Recommendation:

1. Reserve funds in the amount of \$195,521, pending a report of budget details from the DPW to the Board of Supervisors.
2. Approve the proposed resolution, as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

File Number _____

Grant Application Information Form

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying
resolution:

Department: Department of Public Works, Bureau of Environmental Regulation & Management

Contact Person: Bill Quan Telephone: 554-3419

Project Title: Used Oil Recycling Block Grant

Grant Source: California Integrated Waste Management Board

Proposed (New / Continuation) Grant Project Summary:

This project would use the grant funds to increase the number of used oil collection outlets in San Francisco that will result in higher recycling of used oil. Grant funding will also be applied towards public education to inform citizens of locally available used oil recycling centers through media and other outreach campaigns.

Amount of Grant Funding Applied for: \$235,814.00

Maximum Funding Amount Available: \$235,814.00

Required Matching Funds: -0-

Number of Positions Created and Funded: .5

Amount to be Spent on Contractual Services: \$180,000-divided among the certified centers

Will Contractual Services be put out to Bid? The services solicited

are essential professional services, not conducive to an RFB process. Participants will be selected through an RFP process. Existing collection sites will receive first priority.

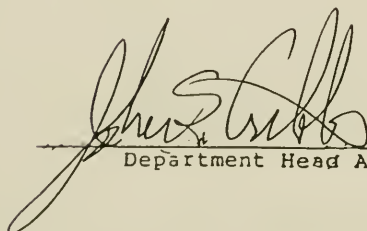
Term of Grant: 1 year

Date Department Notified of Available funds: October 17, 1994

Application Due Date: December 16, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

See attached application form.



Department Head Approval

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

Item 1h - File 148-94-13

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Department of Public Works (DPW) to apply for retroactively, accept and expend grant funding in the amount of \$30,000 from the State of California Resources Agency to fund landscaping in the Bernal Heights area, and waiving indirect costs.

Grant Amount: \$30,000

Grant Period: July 1, 1995 through June 30, 1997 (two years)

Source of Funds: State of California Resources Agency

Project: Bernal Heights Landscape Buffering Project

Description: The Department of Public Works (DPW) has developed a tree planting program throughout San Francisco in order to maintain air quality in areas where public transportation facilities are being constructed or modified. Brewster Street and Holladay Avenue, located on the east slope of the Bernal Heights neighborhood of San Francisco, are scheduled to be widened and resurfaced in order to improve emergency vehicle access. In addition, recent freeway shoulder reductions along Highway 101 have increased traffic noise and emissions in the Bernal Heights neighborhood. The proposed grant funds would be used to purchase 150 flowering plum trees and tree planting boxes to be planted along Brewster Street and Holladay Avenue. The trees will be planted by the Friends of the Urban Forest, a non-profit organization, at no labor cost to the City.

Budget: 150 Flowering Plum Trees and Planting Boxes
@ \$200 per unit \$30,000

Required Match: None

Indirect Costs: Indirect costs are not included in the proposed grant amount. As such, the proposed resolution includes a provision to waive indirect costs.

Comments: 1. The application deadline for the proposed grant was November 21, 1994. Ms. Tina Olson of DPW advises that the application was submitted prior to this deadline. As such, the proposed resolution provides for retroactivity.

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

2. A Summary of Grant Request, as prepared by DPW, is attached.
3. The Disability Access Checklist is in the Clerk of the Board's file.

Recommendation: Approve the proposed resolution.

File No. _____

Letter of Intent to File a Grant Application
(submitted in triplicate)

To: The Board of Supervisors
Attn: Clerk of the Board

Request for authorization to submit a grant application as described below:

Department: DEPARTMENT OF PUBLIC WORKS

Contact Person: TINA OLSON

Project Title: Bernal Heights Landscape Buffering Project

Grant Source: State Resources Agency

Proposed (New/Continuation) Grant Project Summary:

The Bernal Heights Landscape Buffering Project encompasses tree planting along two rights-of-way (Brewster Street and Holladay Avenue) on the East Slope of the Bernal Heights neighborhood. Brewster Street is to be widened and paved to accommodate emergency vehicle access.

Amount of Grant Funding Applied for: \$30,000

Maximum Funding Amount Available: \$500,000

Required Matching Funds: NO

Number of Positions Created and Funded: None

Amount to be Spent on Contractual Services: \$30,000

Will Contractual Services be put out to Bid? YES

Letter of Intent to File Grant Application
Page 2

Term of Grant: July 1, 1995 - June 30, 1997

Date Department Notified of Available funds: September 21, 1994

Application Due Date: November 21, 1994

Grant Funding Guidelines and Options (from RFP, grant announcement or appropriations legislation):

This program provides grants to local, State and Federal agencies and nonprofit entities to mitigate the environmental impact of modified or new public transportation facilities.

Assessment of Need for Grant Funding: The proposed grant would mitigate the
air quality impacts of a widened and paved Brewster Street and Holladay Avenue.
Noise would be reduced and masked by the planting of street trees.

Department or Commission Approval

Item 1i - File 172-94-46

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of Public Works to enter into an agreement with the San Francisco Unified School District (SFUSD) for the use of the school yard at Yick Wo Elementary School, and providing for indemnification from claims or other damages which may arise as a result of the performance of said agreement.

Description: The Lombard Street Reconstruction Project, which consists of replacing bricks on the surface of Lombard Street, installing new sewer and water lines, and landscaping, will take place on Lombard Street, between Leavenworth and Hyde Streets. The project is scheduled to commence in June of 1995. According to the Department of Public Works (DPW), the project will temporarily prevent street access to the garages of Lombard Street residents for a period of approximately 40 days. As such, DPW and the Department of Parking and Traffic (DPT) have identified the school yard at Yick Wo Elementary School as a potential site for parking for the residents of Lombard Street during the Lombard Street Reconstruction Project. The school yard at Yick Wo Elementary School is located at Lombard and Jones Streets.

The San Francisco Unified School District has agreed to make the school yard at Yick Wo Elementary School available for parking during the Lombard Street Reconstruction Project, provided that DPW and DPT agree to indemnify the School District from all claims and damages which may arise from the City's and the residents' use of the school yard pursuant to this proposed agreement. In addition, DPW has agreed to pave the school yard in exchange for the use of the school yard for parking. According to Mr. Joe Ovadia of DPW, the estimated cost to pave the school yard of approximately \$5,000 would be absorbed by the Lombard Street Reconstruction Project budget.

Recommendation: Approve the proposed resolution.

Item 1j File 293-94-1

Department: Municipal Railway (MUNI)

Item: Resolution authorizing the Director of Public Transportation to apply for, accept and expend \$28,000 from the Metropolitan Transportation Commission for a demonstration grant to procure hardware to automate MUNI's Public Timetable Information System, and waiving indirect costs.

Grant Amount: \$28,000

Grant Period: October 1, 1994 through September 30, 1997 (3 years)

Source of Funds: Metropolitan Transportation Commission
Project:

Description: The MUNI has developed a program entitled TalkTable that will allow MUNI customers to access MUNI's Public Timetable Information (provides bus and train schedules) through an automated system without the assistance of MUNI staff. According to MUNI, the software portion of this project has already been developed and tested. However, MUNI advises that before this software can be put to practical use by the public, MUNI needs to procure some additional hardware for this system. The proposed grant funds would be used to purchase such hardware.

Budget:	Dual-line DECtalk Units (2 @ \$10,500 each)	
	Telephone answering equipment	\$21,000
	Interface Boards	
	Equipment which links telephone answering equipment to computer	4,500
	Cables	<u>2,500</u>
	Total	\$28,000

Required Match: None

Indirect Costs: None

Comments: 1. The MUNI advises that the application for the proposed grant has already been submitted. As such, the proposed resolution should be amended to authorize the MUNI to apply for the proposed grant retroactively. The MUNI adds that no expenditures have been incurred against these grant funds. Therefore, authorization to retroactively accept and expend these grant funds is not required.

BOARD OF SUPERVISORS
BUDGET ANALYST

2 Attached is a grant summary, as prepared by the MUNI, for the proposed grant funds.

3. The MUNI has prepared a Disability Access Checklist for the proposed grant, which is on file with the Clerk of the Board's Office.

Recommendation: Amend the proposed resolution to authorize the MUNI to apply for the proposed grant funds retroactively and approve the proposed resolution as amended.

GRANT APPLICATION INFORMATION FORM

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: 35 MUNI

Contact Person: Gail Bloom Telephone: (415) 923-2573

Project Title: TalkTable

Grant Source: STA - Regional

Proposed (New 9 Continuation) Grant Project Summary:

Muni has developed a program called TalkTable that will allow Muni customers to access the public timetable information through an automated system. Muni staff have already developed and tested the software portion of the project, but need to procure additional hardware in order to implement TalkTable. The requested hardware includes two dual-line DECtalk units and interface boards and cables.

Amount of Grant Funding Applied for: _____

Maximum Funding Amount Available: \$28,000

Required Matching Funds: None

Number of Positions Created and Funded: None

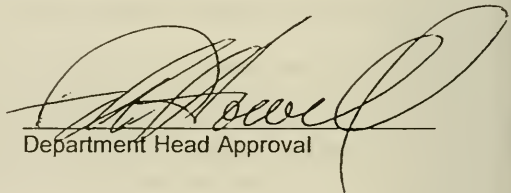
Amount to be Spent on Contractual Services: -0-

Will Contractual Services be put out to Bid? N/A

Term of Grant: 3 years

Date Department Notified of Available funds: August 1, 1994

Application Due Date: December 1, 1994



Department Head Approval

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

Item 1k - File 293-94-2

Department: Public Transportation Commission

Item: Resolution authorizing the Public Transportation Commission to apply for \$150,000 in Federal Section 26 Operating Technical Assistance funds.

Grant Amount: \$150,000

Source of Funds: Federal Section 26 Operating Assistance funds

Project: Assault Prevention Training for Transit Personnel

Description: The proposed resolution would authorize the Public Transportation Commission (PTC) to apply for Federal grant monies to fund the Assault Prevention Training for Transit Personnel Project. This Program would produce a compact disc-interactive (CD-I) violence prevention training program to be used by Municipal Railway (MUNI) station agents and operators for the purpose of improving their skills to prevent and cope with violence. The proposed grant funds would partially fund this project, which is estimated to cost \$417,917.

Budget:

In-House Design and Project Management	\$251,826
Equipment, Supplies and Travel	56,500
Consultant Contract Services	97,000
Overhead	<u>12,591</u>
Total	\$417,917

Required Match: None

Comments:

1. Mr. Jerry Levine of PTC reports that budget details on contractual services, equipment, supplies, travel and personnel will be available when PTC requests authorization to accept and expend the proposed grant funds.
2. A Summary of Grant Request form, as prepared by PTC, is attached.
3. The Disability Access Checklist is in the Clerk of the Board's file.
4. Mr. Levine has requested that this item be continued to the Government Efficiency and Labor Committee meeting of January 17, 1995.

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

Recommendation: As requested by Mr. Levine, continue the proposed resolution to the Government Efficiency and Labor Committee meeting of January 17, 1995.

GRANT APPLICATION INFORMATION FORM
A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: 35 Public Transportation Commission - MUNI

Contact Person: FRED HOWELL Telephone: (415) 923-2579

Project Title: Grant Application for MUNI Technical Assistance Project

Grant Source: Federal Section 26

Proposed (New/Continuation) Grant Project Summary:
Not Applicable

Proposed (New/Continuation) Grant Project Summary:
1). Assault Prevention Training for Transit Personnel

Amount of Federal Grant Funding Applied for: \$150,000

Amount of State Grant Funding Applied for: Not Applicable

Amount of Matching Funds Applied for: Not Applicable

Maximum Funding Amount Available: Not Applicable

Number of Positions Created and Funded: Not Applicable

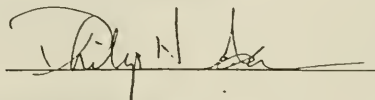
Amount to be Spent on Contractual Services: \$97,000

Will Contractual Services be put out to Bid? Yes

Term of Grant: Not Applicable

Date Department Notified of Available Funding: Not Applicable

Application Due Date: Not Applicable



Department Head Approval

Item 11 - File 293-94-3

Department: Public Transportation Commission (PTC)

Item: Resolution authorizing the Public Transportation Commission to apply for \$37,203,832 in Federal Surface Transportation Program funds, Federal Congestion Management Air Quality Capital Assistance and Federal Section 26 Capital Assistance; \$17,649,000 in State Transit Capital Improvement funds, State Traffic Systems Management funds, State Urban Rail Bond funds, State Clean Air and Transportation Improvement Act Bond funds; plus \$22,989,399 from various local matching sources, such as State Traffic Systems Management funds, State Transit Assistance funds, Transportation Development Act funds, Bridge Toll Net Revenues, Regional Measure One funds, Gas Tax Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation funds and/or San Francisco County Transportation Sales Taxes, for nine Municipal Railway projects, including \$3,708,639 for indirect costs.

Grant Amount:	Various Federal funds, including: Federal Surface Transportation Program funds, Congestion Management Air Quality Capital Assistance, and Section 26 Capital Assistance	\$37,203,832
	Various State funds, including: State Transit Capital Improvement funds, State Traffic Systems Management funds, State Urban Rail Bond funds and State Clean Air and Transportation Improvement Act Bond funds	17,649,000*
	Local Matching funds, as noted above	<u>22,989,399*</u>
	Total	\$77,842,231

* See Comment No. 4.

Description: The proposed resolution would authorize the Public Transportation Commission (PTC) to apply for Federal and State grant monies to fund the following nine Municipal Railway (MUNI) projects:

- 71-Noriega Trolley Electrification;
- F-Market Streetcar Line;
- F-Embarcadero Streetcar Line;

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

- MUNI Metro Accessibility Improvements;
- MUNI Rail Replacement;
- Various Rail Fixed Facilities and Non-Revenue Equipment
- Light Rail Vehicle Purchase;
- Trolley Bus Purchase;
- Mission Street Transit Demonstration Project

Budget:	Construction Contracts and Consultant Services	\$69,566,696**
	In-House Design and Project Management	<u>4,701,696</u>
	Subtotal - Direct Costs	\$74,268,392
	Indirect Costs (approximately 5.0 percent of direct costs)	<u>3,708,639</u>
	Total	\$77,977,031**

** See Comment No. 5.

Required Match: \$22,989,399, from various local match sources as described previously (See Comment No. 4)

Indirect Costs: \$3,708,639

Comments:

1. Ms. Gail Bloom of PTC reports that details on the specific matching funds, as well as budget details on contractual services and in-house personnel, will be available when PTC requests authorization to accept and expend the proposed funds.

2. A Summary of Grant Request form, as prepared by PTC, is attached.

3. The Disability Access Checklist is in the Clerk of the Board's file.

4. Ms. Bloom advises that the amounts of State and local matching funds are incorrect as they appear in the title and body of the proposed resolution. Thus, the proposed resolution should be amended to reflect State funds totaling \$17,843,915 and local matching funds of \$22,794,484. The total amount of grant funds and local matching funds is still \$77,842,231 (\$37,203,832 in Federal funds plus \$17,843,915 in State funds plus \$22,794,484 in local matching funds).

5. In addition, Ms. Bloom advises that the amount for construction contracts and consultant services as it appears

BOARD OF SUPERVISORS
BUDGET ANALYST

in the proposed resolution is incorrect. Thus, the proposed resolution should be amended to reflect construction contract and consultant services of \$69,431,896. The total budget is therefore \$77,842,231, or the same as the grant amount and local matching funds (\$69,431,896 for construction contracts/consultant services plus \$4,701,696 for in-house Design and project management plus \$3,708,639 for indirect costs).

- Recommendations:**
1. Amend the proposed resolution to reflect State funds totaling \$17,843,915 and local matching funds totaling \$22,794,484.
 2. Amend the proposed resolution to reflect construction and consultant services costs totaling \$69,431,896, for a total project budget of \$77,842,231.
 3. Approve the proposed resolution, as amended.

GRANT APPLICATION INFORMATION FORM

A document required to accompany a proposed resolution
Authorizing a Department to Apply for a Grant

To: The Board of Supervisors
Attn: Clerk of the Board

The following describes the grant referred to in the accompanying resolution:

Department: 35 Public Transportation Commission - MUNI

Contact Person: FRED HOWELL Telephone: (415) 923-2579

Project Title: Grant Application for nine MUNI Capital Projects.

Grant Source: Various state, federal, regional and local funds

Proposed (New/Continuation) Grant Project Summary:

- 1). LRV Purchase
- 2). 71-NORIEGA Electrification
- 3). F-MARKET Streetcar Line
- 4). Trolley Coach Replacement
- 5). MUNI Rail Replacement
- 6). MUNI Metro Accessibility Improvments
- 7). F-EMBARCADERO Streetcar Line
- 8). Various Rail Equipment and Fixed Facilities

Proposed (New/Continuation) Grant Project Summary:

- 9). Mission Street Transit Demonstration Project

Amount of Federal Grant Funding Applied for: \$37,203,832

Amount of State Grant Funding Applied for: \$17,649,000

Amount of Matching Funds Applied for: \$22,989,399

Maximum Funding Amount Available: Not Applicable

Number of Positions Created and Funded: Not Applicable

Amount to be Spent on Contractual Services: \$69,566,696

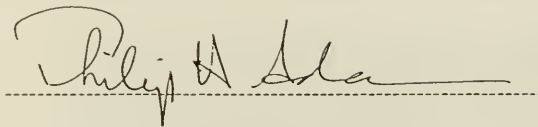
Will Contractual Services be put out to Bid? Yes

j:\mcap\grants\federal\stp\hbsform

Term of Grant: Not Applicable

Date Department Notified of Available funds: Not Applicable

Application Due Date: Not Applicable

A handwritten signature in dark ink, appearing to read "Philip H. Sola", is written over a horizontal dashed line.

Department Head Approval

Item 1m - File 144-93-6.1

Department: Port of San Francisco

Item: Release of reserved funds in the amount of \$120,000 for design costs for a breakwater for the Downtown Ferry Terminal Project.

Amount: \$120,000

Source of Funds: Federal Highway Administration (FHWA)

Required Match: \$24,000 - to paid for by 1990 California Department of Transportation Bond funds

Description: The Board of Supervisors previously approved a resolution authorizing the Port to apply for retroactively, accept and expend \$1.2 million for completion of final design of the Ferry Terminal Project (File 144-93-6). At the same time, the Board placed \$1,150,000 of this amount on reserve pending the selection of contractors, the submission of budget details and MBE/WBE status of the contractors. Subsequently, the FHWA reduced the amount of the grant award by \$1,080,000 or 90 percent to \$120,000 due to a lack of sufficient funds. Ms. Veronica Sanchez of the Port advises that the Port was able to substitute funding in the amount of approximately \$1,000,000 from Federal Transit Administration funds to pay for the total costs of the Ferry Terminal Building's final design and engineering, which was originally to be funded by the FHWA grant.

The Port is now requesting the release of the \$120,000 in reserved funds for the design costs for a separate breakwater (protective wall) project adjacent to the Ferry Terminal Building. The Port advises that this breakwater is needed to protect the landing facility for ferries destined for southern locations in the bay (i. e., Oakland, Harbor Isle, the San Francisco Airport and Candlestick Park).

The total cost of the design work in connection with the proposed breakwater is \$225,639 or \$105,639 more than the \$120,000, which is the subject of this request. The Port reports that the \$105,639 balance will be paid for by 1990 California Department of Transportation Bond funds.

In order to expedite the completion of the design work for the breakwater, the Port is proposing to modify an existing contract with ROMA Design Group and Associated Consultants, in the amount of \$225,639, to perform the

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

necessary design work for the breakwater. ROMA is currently under contract with the Port to provide conceptual design and engineering service for the Ferry Terminal Project. In connection with their existing contract services ROMA recommended the construction of the proposed breakwater.

ROMA is not an MBE or a WBE firm. However, the Port reports that approximately 23 percent or \$52,257 of the \$225,639 in design costs for the proposed breakwater would be performed by firms certified as Disadvantage Business Enterprise (DBE) by CALTRANS, the agency which is administering the FHWA grant.

The \$225,639 for design costs for the proposed breakwater would be expended as follows:

ROMA Design Group

Project Management Services (\$140/hr. @ 160 hrs.)	\$22,400
Design Services (\$55-\$140/hr. @ 485 hrs.)	28,615
Technical Supplies	19,295
Subtotal - ROMA	\$70,310

DBE Firms

Takahashi Associates - Electrical Engineers' (\$65-\$111/hr. @ 94 hrs.)	\$7,707
Treadwell & Rolo - Geotechnical Engineering (\$45-\$120/hr. @ 90 hrs)	7,250
Lab Fees	15,000
Drilling and Lab Tests	17,500
Don Todd Associates (\$80/hr. @ 60 hrs.)	4,800
Subtotal - DBE	\$52,257

Non-DBE Firm

Moffat & Nicols - Marine Engineers (\$46-\$140/hr. @ 1,347 hrs.)	<u>\$103,072</u>
Total	\$225,639

Recommendation: Approve the proposed release of reserved funds in the amount of \$120,000.

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

Item 1n - File 94-93-9.1

Department: Public Transportation Commission (PTC)

Item: Requesting release of reserved funds in the amount of \$10,500,000 for the F-MARKET Street Transit Thoroughfare Project for project implementation activities.

Amount: \$10,500,000

Source of Funds: State Propositions 108 and 116 Rail Bond Funds, made available through the California Transportation Commission

Description: In December of 1993, the Board of Supervisors approved a resolution (File 94-93-9) authorizing the Public Utilities Commission (PUC) to apply for, accept and expend \$51,545,356 from State Propositions 108 and 116 Rail Bond funding, plus an equal amount of regional and local matching funds, for four Municipal Railway (MUNI) projects. Of this amount, \$10,500,000 was placed on reserve for the F-MARKET Streetcar Transit Thoroughfare Project, pending the selection of construction contractors, the submission of budget details and the MBE/WBE status of the contractors.

The F-MARKET Streetcar Project, which commenced in 1992, will provide for the operation of a surface-level streetcar along the entire length of Market Street. The Public Transportation Commission (PTC) is now requesting the release of reserves to partially fund the fourth phase of this project, which will provide for the replacement of streetcar tracks along Market Street, from Eleventh Street to Duboce Avenue.

Budget:

<u>Construction Contract</u>	
<u>Prime Contractor (non-MBE/WBE):</u>	
Stacy & Witbeck, Inc. (44.77%)	\$4,142,650
<u>MBE Subcontractors:</u>	
All American Tile & Terrazo	\$675,000
AM Construction	177,490
Dellafosse Trucking	100,000
Liberty Builders	540,000
Mendelian Construction	260,000
R & W Concrete	700,000
Ricardo D. Ramirez Corp.	350,000
Millard Tong Construction	<u>181,000</u>
Subtotal (32.24%)	2,983,490

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

<u>WBE Subcontractors:</u>		
Nationwide Construction Co.	\$30,000	
R & S Trucking	33,000	
Russ Enterprise	<u>360,000</u>	
Subtotal (4.57%)		\$423,000
 <u>Non-MBE/WBE Subcontractors:</u>		
Kingston Constructors	\$1,430,000	
Active Equipment	168,500	
Mackin Masonry	56,000	
San Francisco Grinding Co.	<u>50,000</u>	
Subtotal (18.42%)		<u>1,704,500</u>
Total - Construction Contract		\$9,253,640
Construction Contingency (10%)		925,364
PTC Construction Inspection (7,055 hrs. @ \$45.50 per hr.)		<u>320,996</u>
 TOTAL		 <u>\$10,500,000</u>

Comment: The total project budget for the F-MARKET Street Transit Thoroughfare Project is approximately \$74 million. Prior funding for this project totals approximately \$66 million, including the \$10.5 million previously reserved, from various Federal, State and local sources. Thus, the requested release of reserves in the amount of \$10.5 million would fund only a portion of the total construction contract and PTC staff costs.

Recommendation: Release reserve funds in the amount of \$10,500,000.

Memo to Government Efficiency & Labor Committee
December 20, 1994 Government Efficiency & Labor Committee Meeting

Item 2 - File 161-94-1.1

Note: This item was continued by the Government Efficiency & Labor Committee at its meeting of December 6, 1994.

Department: San Francisco Redevelopment Agency (SFRA)

Item: Hearing to consider the quarterly reports of the SFRA's fiscal condition and performance and of all temporary personnel assignments that have been extended or may be extended beyond six months.

Description: The Board of Supervisors approved Resolution No. 330-94 in April of 1994, requiring that the Redevelopment Agency provide a quarterly report to the Board of Supervisors on the Agency's fiscal condition and performance and on temporary personnel assignments that have been extended, or may be extended, beyond six months. Resolution No. 330-94 also requires that periodic public hearings be held by the Board of Supervisors to consider the status of all Redevelopment Agency programs. The first such quarterly report, dated October 4, 1994, submitted by the SFRA to the Board of Supervisors, covered the SFRA's entire fiscal year 1993-94 budget and programs.

The subject quarterly report is for the first quarter of fiscal year 1994-95 and is organized as follows:

1. A section consisting of 18 pages showing the site/program, goals, and accomplishments/comments for the first quarter of fiscal year 1994-95 for the programs/projects as shown below:

Yerba Buena Center
Rincon Point - South Beach
South of Market
Office of Base Conversion
Hunters Point
Western Addition, A-2
India Basin Industrial Park
South Bayshore Study Area
10th and Market - Federal Building
Economic Development Program
Housing Production and Management (Citywide
Housing Program)

2. A 16 page financial review of budgeted versus actual expenditures for the programs/projects listed in paragraph one above with the exceptions of India

Basin Industrial Park and 10th and Market - Federal Building, but including such financial information for the Transbay Terminal, HOPWA (Housing Opportunities for People with AIDS), Golden Gateway, and Personnel and Administration.

3. A single paragraph report on temporary employments exceeding six months in duration.

Comments:

1. The Budget Analyst has previously made a number of recommendations concerning the content and format of the SFRA's report. Mr. Clifford Graves, Executive Director of the Redevelopment Agency, reported that he concurred with the reporting changes recommended by the Budget Analyst.

2. According to Mr. Gamble, of the SFRA, the Redevelopment Agency completed its First Quarter - Fiscal Year 1994-95 Report prior to receiving the Budget Analyst's comments on the format and content of the Fiscal Year 1993-94 Report. Therefore, according to Mr. Gamble, the recommendations of the Budget Analyst have not been incorporated into the First Quarter - Fiscal Year 1994-95 Report.

3. Regarding the SFRA budgeted versus actual expenditures for the FY 1994-95 first quarter report, it should be noted that the following expenditures, including encumbrances, have been incurred against the revised FY 1994-95 budgets for the projects shown below:

<u>Project</u>	<u>Revised FY 1994-95 Budget</u>	<u>Expended and Encumbered</u>
Yerba Buena Center	\$1,887,000	\$252,454
Yerba Buena Gardens and Cultural	5,120,395	3,318,600
Rincon Point/South Beach	794,000	43,907
South Beach Harbor	549,800	204,964
South of Market	5,075,000	9,000
Western Addition A2	2,293,000	171,494
Economic Development	1,382,000	119,666
Citywide Housing Programs	5,268,000	1,507,785
HOPWA Program	10,100,000	0
Hunters Point	2,232,000	104,064
South Bayshore	400,000	0
Transbay Terminal	400,000	0
Golden Gateway	450,000	16,000
Hunters Point Shipyard	1,880,464	6,000
Treasure Island	567,027	11,420
Personnel and Administration	<u>8,871,919</u>	<u>1,197,272</u>
Totals	\$47,270,605	\$6,962,626

3. As reported by the SFRA, only \$6,962,626 of \$47,270,605 or 14.7 percent of the available budget for FY 1994-95 for the projects shown has been expended or encumbered during the first quarter of FY 1994-95. Mr. Gamble reports that an expenditure rate of 14.7 percent is normal for the first quarter of the fiscal year, considering that a significant portion of the funds are for multi-year capital projects.

4. Regarding temporary personnel assignments that have extended, or may be extended beyond six months, the SFRA reports that an Attorney I being used primarily to assist in the setup of the Housing Opportunities for People with AIDS Program is anticipated to be continued through FY 1994-95.

5. The Budget Analyst has requested that the SFRA provide a supplementary financial report for the first quarter of fiscal year 1994-95 which provides more detail about the SFRA's financial status and also provides information on the Department's entire FY 1994-95 budget, including specific projects. As of the writing of this report, the requested data from SFRA had not yet been provided. However, Mr. Gamble has stated that such a report would be provided to the Budget Analyst and to the Government Efficiency & Labor Committee prior to its meeting of December 20, 1994.

Item 3 - File 197-94-9

Item: This item is a hearing to consider the manner in which City-owned artwork, furnishings and other civic property and fixed assets are accounted for and safeguarded.

Description: The Controller's Office recently completed an audit, dated November 30, 1994, of selected fixed assets of the War Memorial Board of Trustees. This review was limited to a sample of artworks, furniture, furnishings and other items, most of which had allegedly been removed from the Veterans Building. The results of the Controller's audit were as follows:

- Several of the Board of Trustees' assets from the 1915 Panama-Pacific International Exposition were missing or damaged, including 40 historically significant mural paintings and over 200 cases of plaster statuary models.
- Most of the aforementioned murals have not been appraised or insured. In addition, the Board of Trustees did not have adequate documentation of the loan terms for murals lent out to other organizations.
- The archives of the Panama-Pacific International Exposition were permanently loaned to the Bancroft Library at the University of California at Berkeley.
- Some City-owned fixed assets that had been alleged to be missing were not found to be missing, but rather were removed from the Veterans Building with the approval of the Board of Trustees or with the approval of the Veterans Building management. Such fixed assets were in some cases discarded and in other cases were moved to locations outside of City-owned property.

Comments: 1. Pursuant to Section 1.16 of the Administrative Code, the Art Commission is responsible for the cataloging, care and maintenance of all sculptures, statues, murals, paintings, and other art media belonging to the City, with the exception of those located on property under the jurisdiction of the San Francisco Unified School District, the M. H. de Young Memorial Museum, the Palace of the Legion of Honor, the Academy of Sciences and the Recreation and Park Department. Section 1.16 makes no reference to the Art Commission's "safeguarding" of the above-noted artwork.

2. Ms. Debra Lehane of the Art Commission reports that the Art Commission has established a collection management

data base to catalog all City-owned artwork that comes through the Art Commission for approval, as well as any City-owned artwork identified by City departments to the Art Commission. Ms. Lehane advises that catalog information contained on each individual piece of artwork includes (1) the artist name, (2) the title of the artwork, (3) the classification and type of material involved in the artwork, (4) the description of the artwork, and (5) the appraised value of the artwork. Ms. Lehane states that to date, 2,800 pieces of artwork have been cataloged. Additionally, Ms. Lehane adds that in 1985 the Art Commission implemented a Monument Restoration Program for the maintenance and restoration of the City's 120 outdoor monuments.

3. Mr. Ara Minasian of the Purchasing Department reports that, pursuant to Section 21.29 of the Administrative Code, individual City departments are responsible for maintaining inventories of their own equipment, although this section does not reference artwork. Further, Section 21.29 does not specifically reference the "safeguarding" of such equipment. Under Section 21.31 of the Administrative Code, when new equipment is received by a City department, the department is required to affix an inventory tag to the equipment and report the new acquisition to the Controller's Office. Mr. Minasian states that as recently as a year ago the Purchasing Department supplied inventory tags for equipment to the City Departments . Additionally, Section 21.32 provides, in part, that City departments are required to give written notice immediately to the Board of Supervisors concerning the loss or damage of equipment.

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

Item 4 - File 97-94-79

Item: Draft ordinance amending the Administrative Code by deleting Sections 16.66 and 16.83 and amending Sections 16.81, 16.82, 16.83-1 and 16.83-2 regarding the administration of workers compensation benefits by the Director of Human Resources.

Description: The proposed ordinance would amend the Administrative Code to reflect the transfer of responsibility for administration of the City's workers compensation program as of January 1, 1995, from the Employees Retirement System to the Human Resources Department.

In November 1993, San Francisco voters approved Proposition L, a Charter Amendment which created the Department of Human Resources, and made the Department the personnel department for the City. The Charter Amendment (Charter Section 3.662) specifically authorized the transfer of the City's workers compensation program to the Department of Human Resources. In February of 1994 the Board of Supervisors approved implementing legislation directing the Human Resources Director to prepare for the transfer of this function, and authorizing the Human Resources Director to effect this transfer by setting a date for the transfer and notifying the Clerk of the Board by letter no less than ten days in advance of the transfer. The Human Resources Director advises that he will issue this letter on or about December 16, setting an official transfer date of December 31, 1994. The proposed subject ordinance would amend sections of the Administrative Code related to this transfer of functions, as follows;

A. The proposed ordinance would amend Section 16.81 to specify that the Employees Retirement System would continue to administer applications for disability retirement of City employees. Because the Retirement Board is responsible for managing pension benefits for the City under Charter Section 8.518, this particular function will not be transferred to the Department of Human Resources.

B. The proposed ordinance would delete Section 16.66 of the Administrative Code. This Section charges the Retirement Board with determining the premium levels which the City must pay for workers compensation insurance, advising City Departments as to the necessary amount to be budgeted for workers compensation insurance, and making certain that premium and benefit payments are made. According

to Mr. Maguire of the City Attorney's Office, these functions are included in the broad authority for administration of the workers compensation program given to the Human Resources Department and specified in Section 16.82, which is described below. As such, Section 16.66 is being deleted.

C. The proposed ordinance would delete Section 16.83, which gives the Retirement Board the authority to arrange for medical treatment of City employees and emergency volunteers to the City who are injured in the performance of their duties. This function is also now included among the responsibilities of the Human Resources Department specified in Section 16.82. As such, Section 16.83 is being deleted.

D. Under the proposed ordinance, Section 16.82 would be amended to empower the Director of Human Resources with all of the necessary authority and responsibility to administer the workers compensation program for the City. For example, the Human Resources Director would have the authority to insure, self-insure, or reinsure the workers compensation liability of the City, adjust and settle workers compensation claims as allowed under State law, adopt rules regarding the treatment of volunteers' workers compensation claims, and the authority to compel the attendance of witnesses and the production of documents relating to workers compensation cases.

E. All other amendments to the Administrative Code under this proposed ordinance in Sections 16.83-1 and 16.83-2 simply replace the words "Retirement Board," with "Human Resources Director." These amendments charge the Human Resources Director with sitting on the City's Workers Compensation Task Force, compiling information to help manage the cost of workers compensation in City Departments, and maintaining data on employee accidents and use of the workers compensation system.

Comments:

1. Mr. Wendell Pryor, Director of the Human Resources Department, recommends that the official date for the transfer of the workers compensation program be set at December 31, 1994, in order to coincide with the City's payroll schedule. Therefore, the proposed ordinance should be amended to specify December 31, 1994 as the transfer date, instead of January 1, 1995.

2. A comprehensive management audit of the workers compensation program conducted by the Budget Analyst at the request of the Board of Supervisors was completed in

February 1994. This audit estimated that a citywide program to work with injured employees so that they return to work, as well as improvements in training, claims administration, information management, and overall cost management in the workers compensation program could save the City a minimum of 10 percent of benefit costs annually, plus significant savings in administrative costs, for an annual savings of between \$5.3 and \$9.9 million. Transfer of the workers compensation program to the Human Resources Department is anticipated to accomplish many of these improvements, and such a transfer, consistent with Proposition L, was recommended in the Budget Analyst's February 1994 management audit.

3. The Human Resources Department plans to restructure the workers compensation program in order to better manage workers compensation costs and claims throughout the City. The Department estimates that the initial cost of this restructuring would be approximately \$275,000. These costs are not presently included in the budget of the Human Resources Department, and the Department has submitted a request for a supplemental appropriation for these funds to the Mayor.

Recommendation:

1. In accordance with the recommendation of the Human Resources Department, amend the ordinance to specify December 31, 1994 as the effective date for the transfer of the workers compensation program to the Human Resources Department.
2. Approve the proposed ordinance, as amended.

Item 5 - File 27-94-17

Item: Ordinance approving Modification No. 7 of the Lease and Use Agreement between USAir, Inc. and the Airport.

Description: The Airport is proposing to modify an existing Lease and Use Agreement between USAir and the City. Under this Agreement, USAir currently leases a total of eight separate gates in the South Terminal of the Airport (Gates 2, 4, 7, 8, 10, 12, 14 and 16) totaling 18,789 sq. ft. of space. In addition to these eight gates, USAir also leases four additional gates in the South Terminal (Gates 1, 3, 5 and 9) under a 30-day month-to-month permit totaling 12,135 sq. ft. of space for a total square footage of 30,924 sq. ft. Gate room space consists primarily of passenger waiting room area.

Mr. Bob Rhoades of the Airport advises that USAir no longer requires the use of four Gates, Gates 2, 4, 8, and 16, totaling 8,031 sq. ft. of space, because the airline is discontinuing its shuttle service between San Francisco and Los Angeles. Therefore, the Airport is proposing to delete these four Gates from the Agreement with USAir, thereby reducing the total number of gates leased by USAir from 12 gates to eight gates with a corresponding reduction in total Gate room square footage, under lease or permit, from 30,924 sq. ft. to 22,893 sq. ft. (30,924 sq. ft. minus 8,031 sq. ft.). In conjunction with this action, the Airport is also proposing to add Gates 1, 3, 5, and 9, to its lease Agreement with USAir which, as previously noted, are currently under a 30-day permit, in order to for USAir to retain a total of eight gates under the Agreement.

Comments: 1. Mr. Rhoades reports that the proposed modification of the Agreement with USAir will have no significant fiscal impact on the Airport. Mr. Rhoades advises that Southwest Airlines is interested in leasing Gates 2, 4, and 8 for a short period (see comment 2 below) and that Air Canada will lease Gate 16. Presently, USAir pays the Airport \$1,466,416 (30,924 sq. ft. x \$47.42 per/sq. ft.) annually for the 12 gates. USAir will pay the Airport \$1,085,586 (22,893 sq. ft. x \$47.42 per/sq. ft.) annually for the eight gates, or \$380,830 less. According to Mr. Rhoades, if Gates 2, 4, 8, and 16 were not leased to another airline, the \$380,830 annual difference between the amount currently paid by USAir for 12 gates and the amount that will be paid by USAir for eight gates would be a part of the rate base to be shared by all airline carriers.

2. Mr. Rhoades adds that beginning in 1996, construction in connection with the Airport's Master Plan will require closing Gates 2, 4, 8, permanently.

Recommendation: Approve the proposed ordinance.

Item 6 - File 65-94-18

Department: Port Commission

Item: Ordinance approving assignment and amendment of three leases between the United Shellfish Company and the City and County of San Francisco Port Commission for wholesale fish processing and support services for commercial and sports fishing at Fisherman's Wharf.

Location: Pier 47, Foot of Jones Street, Fisherman's Wharf

Purpose of Lease: Wholesale Fish Processing, Fish Storage, Marine Food Preparations and Fishing Support Services

Lessor: City and County of San Francisco

Lessee: Scoma's Restaurant, Inc./United Shellfish Company

No. of Sq. Ft. and Cost per Month: Three leases containing approximately 7,115 square feet at an average of \$0.306 per square foot, or \$2,179.49 per month, as reflected below:

<u>Lease No.</u>	<u>No. of Sq. Feet</u>	<u>Approximate Cost Per Sq. Foot</u>	<u>Current Monthly Rent</u>
L-9170	339	\$0.423	\$143.48
L-9175	<u>4,466</u>	0.242	<u>1,080.31</u>
Subtotal	4,805		\$1,223.79
 L-9174	 <u>2,310</u>	 \$0.414	 <u>955.70</u>
Total	7,115		\$2,179.49

Annual Revenues: Approximately \$26,154

Term of Leases: April 1, 1975 through April 30, 2036 (61 years, one month)

Description: United Shellfish Company currently occupies the entire premises contained in three leases (L-9170, L-9174 and L-9175) at the foot of Jones Street on Pier 47 at Fisherman's Wharf. These premises consist of space in three separate, adjacent buildings, plus 2,449 square feet of open space. One of these buildings is included under Lease No. L-9170, which provides 339 square feet. Lease No. L-9175 covers a second building, which consists of 2,017 square feet, plus 2,449 square feet of open space, for a total of 4,466 square feet. The third building is included under Lease No. L-9174, which provides 2,310 square feet. The monthly rent

BOARD OF SUPERVISORS
BUDGET ANALYST

for these three leases, paid by United Shellfish Company to the Port, is currently \$2,179.49 per month (approximately \$26,154 per year), or \$0.306 per square foot for 7,115 square feet. Attached is a map of these premises.

The original tenant of these premises was Mr. Joseph Svedise, who operated United Shellfish Company at Fisherman's Wharf from the 1940s until his death in 1993. Since 1993, Mr. Svedise's widow, Ms. Carola Svedise, has been the tenant, and United Shellfish Company has been operated by Ms. Svedise's nephew, Mr. Michael Svedise. Due to financial problems, United Shellfish Company owes the Port \$34,212.43 under the three leases, which represents approximately 16 months of rent.

According to Ms. Veronica Sanchez, the Manager for Legislative Affairs for the Port, for financial reasons, Ms. Svedise desires to transfer her family's leasehold interests to Scoma's Restaurant, Inc. until the expiration of the leases in 2036. Scoma's Restaurant currently occupies space at Pier 47 which is adjacent to the subject premises. Scoma's would use the additional space under these leases for storage.

The proposed lease amendment would assign these three leases from Ms. Svedise to Scoma's Restaurant, who would then become the new lessee. The effective date of this assignment would be the first day of the month following the approval of this lease amendment by the Port Commission and the Board of Supervisors. As of the effective date, Ms. Svedise would be released from all obligations under the three leases. In consideration of these lease assignments, Scoma's Restaurant would pay Ms. Svedise \$16,000. In addition, Scoma's Restaurant would pay the Port outstanding rent on Ms. Svedise's behalf, in the amount of \$26,336.60. The balance of \$7,875.83 (\$34,212.43 less \$26,336.60), owed to the Port for outstanding rent, would be paid by Ms. Svedise to the Port prior to the effective date of this lease amendment.

In addition to the proposed lease assignment to Scoma's, the proposed lease amendment would permit Scoma's Restaurant to have "Fishing Support Uses" on the premises, which consist of a bait and tackle retail business, a charter boat booking office and/or related office uses, and/or services supporting commercial and sport fishing boats and their owners, employees and customers. According to Ms. Sanchez, the purpose of this lease

amendment is to provide highly demanded services for commercial and sports fishing at Fisherman's Wharf.

In addition, under the proposed lease amendment, Scoma's Restaurant would sublease the premises contained in Lease No. L-9170 and L-9175 to Ms. Svedise's nephew, Mr. Michael Svedise, who would continue to operate United Shellfish Company on those premises. Mr. Svedise would also operate the Fishing Support Uses cited above on these premises, with assistance from Scoma's. Thus, under this proposed lease amendment, Scoma's Restaurant would occupy 2,310 square feet under Lease No. L-9174 in one of the three buildings covered by these three leases. The sublessee, United Shellfish Company, would occupy 339 square feet under Lease No. L-9170, plus 4,466 of square feet under Lease No. L-9175, for a total of 4,805 square feet, including 2,449 square feet of open space.

The rent for the entire premises, to be paid by the lessee, Scoma's Restaurant, to the Port, would continue to be \$2,179.49 per month, or \$0.306 per square foot for 7,115 square feet (approximately \$26,154 per year). The expiration date of the subject lease would still be April 30, 2036. Thus, there would be approximately 41 years, four months remaining of the 61-year lease.

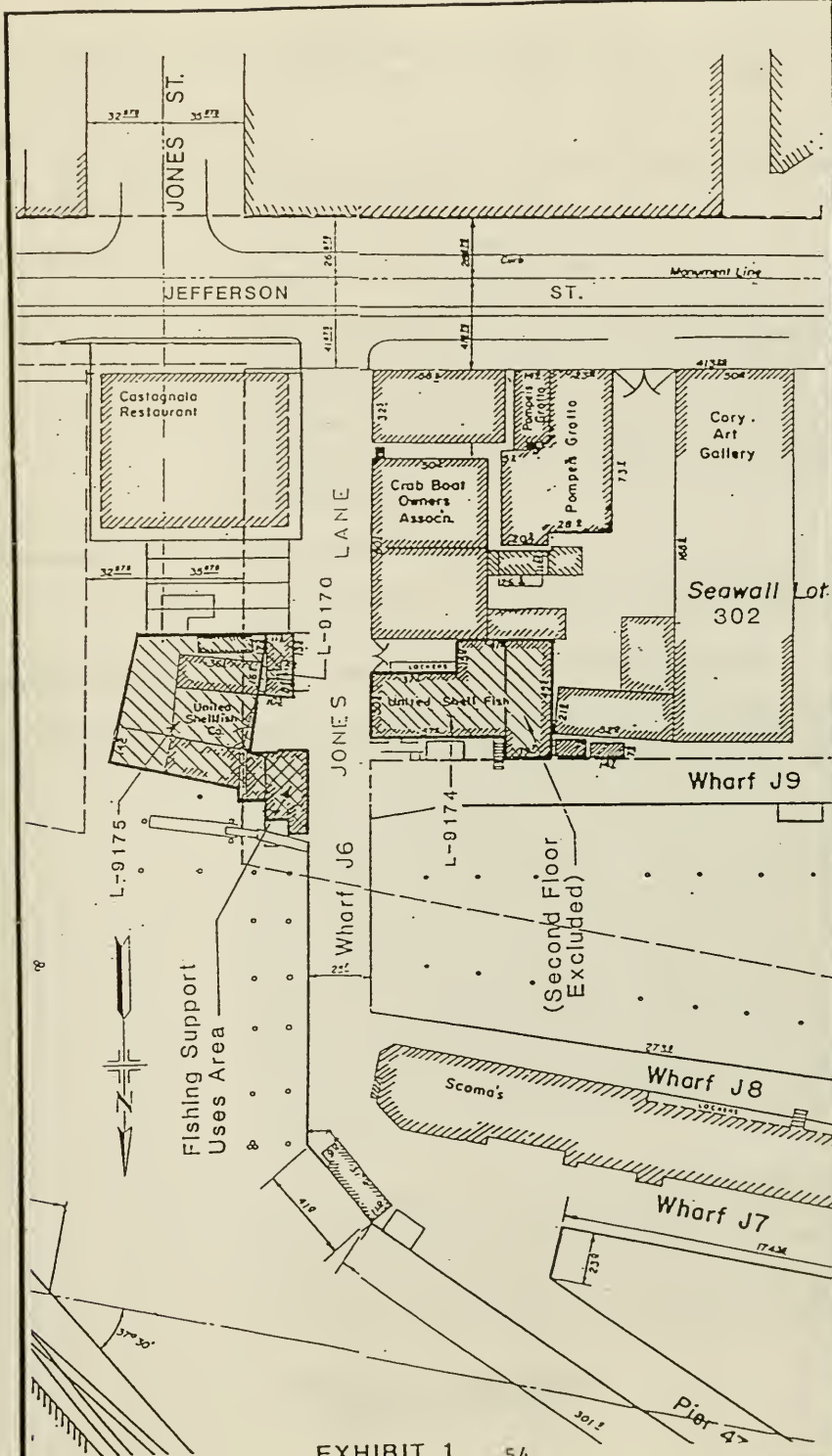
The term of the sublease between Scoma's Restaurant and Mr. Svedise would be five years, with three options to extend the term by an additional five years. The initial base rent for these premises would be \$0.255 per square foot for 4,805 square feet or \$1,223.79 per month. The sublessee, Mr. Svedise, would also pay fixed additional rent of \$352.69 per month for five years, or a total of \$21,161.40 (\$352.69 x 60 months), to Scoma's Restaurant. This additional rent represents \$17,394.30 amortized over five years at 8.0 percent interest, which is a portion of the \$26,336.60 to be paid by Scoma's Restaurant to the Port on behalf of Ms. Svedise for outstanding rent.

Comments:

1. The Port Commission, at its meeting of November 21, 1994, adopted Resolution No. 94-132, which approved the terms and conditions of the proposed lease amendments.
2. According to Ms. Sanchez, the anticipated effective date of these lease amendments is February 1, 1995, subject to approval by the Board of Supervisors.
3. The subject lease presently provides, and would continue to provide under the proposed lease amendments, cost of

living increases every five years during the 61-year term of the lease, in order to reflect the Consumer Price Index (CPI). According to Mr. Kirk Bennett of the Port, the current rent of \$2,179.49 per month, or approximately \$26,154 per year, reflects the fair market value for this property.

Recommendation: Approve the proposed ordinance.



DESIGNED BY:	DICKED BY:	1470	OF SHEETS
DRAWN BY: R.C.	DATE: 11-1-94		
CONTRACT NO.	SCALE: 1"=40'		
DRAWING NO.	SHEET NO.		

UNITED SHELLFISH/SCOMA'S LEASES

SAN FRANCISCO PORT COMMISSION
PORT OF SAN FRANCISCO
DEPARTMENT OF ENGINEERING

APPROVED BY:
SAN FRANCISCO PORT COMMISSION
DATE: _____
CHIEF HARBOR ENGINEER

Item 7 - File 172-94-39

Note: This item was continued by the Government Efficiency and Labor Committee at its meeting of December 6, 1994.

Department: Department of Public Health (DPH)
Community Substance Abuse Services (CSAS)

Item: Resolution authorizing the Department of Public Health, to enter into a Net Negotiated Amount Agreement, retroactive to July 1, 1994, which includes a hold harmless clause, with the State of California, Department of Alcohol and Drug Programs; and designating the Director of Substance Abuse Services to sign said agreement and to approve contract amendments for transfers of less than ten percent of the contracted amount.

Agreement Amount: Not to exceed \$27,257,497

Source of Funds: State of California, Department of Alcohol and Drug Programs

Agreement Period: July 1, 1994 through June 30, 1997 (three years)

Description: The DPH reports that for the past approximately 15 years pursuant to State regulations, the DPH prepared and submitted to the State of California, Department of Alcohol and Drug Programs (DADP) a report entitled the San Francisco Demonstration County Alcohol and Drug Program Plan. This Plan reported, in part, on the outcome of San Francisco's substance abuse treatment programs for the prior fiscal year and included a proposed budget for each of the programs for the coming fiscal year. Under State regulations, the City was required to adhere to the budgets which were included in the Plan and the State reimbursed the City for its share of costs based on those budgets. The Plan was approved annually by the City-wide Alcoholism Advisory and Drug Abuse Advisory Boards, the Health Commission and the Board of Supervisors prior to its submission to the State. The Board of Supervisors approved the FY 1993-94 Plan on November 24, 1993 (File 30-93-21).

The DPH advises that pursuant to Senate Bill 627, effective July 1, 1994, counties are no longer required to submit a Plan, as noted above, related to substance abuse treatment programs. Senate Bill 627 provides, instead, that counties must now negotiate with the State for specific reimbursement rates by type of substance abuse treatment

BOARD OF SUPERVISORS
BUDGET ANALYST

modality. These rates are then incorporated into a State contractual agreement for a total "Net Negotiated Amount" (NNA). According to Mr. Jim Curtiss, Associate Director of Community Substance Abuse Services of the DPH, the primary purpose of Senate Bill 627 is to streamline the State's process for reimbursing counties for substance abuse services. Mr. Curtiss advises that while the State's methodology for reimbursing the City has changed, the funding level from the State remains the same as it would have been under the previously required Plan.

Under the proposed NNA Agreement, the State would reimburse the City a total of \$9,136,293 for FY 1994-95, as follows:

<u>Substance Abuse Treatment Modality</u>	<u>Units of Service</u>	<u>Cost Per Unit</u>	<u>Total Allocation</u>
Alcohol and Drug Programs Excluding Perinatal and <u>Parolee Components:</u>			
Support Services	11,737	\$45.55	\$534,608
Primary Prevention	90,110	20.51	1,848,356
Secondary Prevention	18,557	20.52	380,703
Non-Residential			
Outpatient /Aftercare	6,722	86.33	580,349
Residential	57,129	60.18	3,438,141
Chemically Assisted			
Treatment (Methadone)	29,908	13.36	399,669
<u>Perinatal Services Component:</u>			
Non-Residential			
Outpatient/Aftercare	1,317	47.70	62,817
Daycare Habilitative	1,978	76.98	152,257
Residential	8,395	65.53	550,130
Ancillary Services	4,257	31.71	135,000
<u>Parolee Services Component:</u>			
Support Services	4,160	25.24	104,988
Residential	17,214	52.45	902,811
Chemically Assisted			
Treatment (Methadone)	1,588	29.26	46,464
Total			\$9,136,293

According to the NNA agreement, "Unit of Service" is defined as follows for the substance abuse treatment modalities: (1) Support Services - available staff hours, (2) Primary and Secondary Prevention activities - available staff hours, (3) Non-Residential Treatment - available staff hours and for Daycare Habilitative only - available days (days x capacity), (4) Residential - available bed days, (5)

Chemically Assisted Treatment (Methadone) - for maintenance and detoxification - patient slots x available days and for inpatient detoxification - available bed days, and (6) Ancillary Services - available staff hours.

The DPH, CSAS currently funds 91 community-based combined alcohol and drug programs through 31 community-based agencies. These programs represent a continuum of care which includes primary and secondary prevention and treatment programs.

The total amount appropriated for the DPH's direct substance abuse services and associated administrative costs for FY 1994-95 is \$26,543,477. The source of funds is as follows: (1) the NNA Agreement - \$9,136,293, (2) General Fund - \$7,616,050, and (3) State and Federal Grants \$9,791,134. It should be noted that the funds to be allocated to the City for Fiscal Years 1995-96 (approximately \$9,060,602 and 1996-97 (approximately \$9,060,602), under the three-year NNA Agreement, would also be included in the DPH's annual budget's for those two fiscal years.

As previously noted, the proposed NNA Agreement includes a hold harmless agreement. Ms. Paula Jesson of the City Attorney's Office, advises that she has reviewed the hold harmless agreement and that it is reasonable for the City enter into this hold harmless agreement as it is drafted.

In addition to authorizing the DPH to enter into the proposed NNA Agreement, the proposed resolution would also authorize the Director of Substance Abuse Services to approve amendments to the Agreement involving the reallocation of less than ten percent of the annual Agreement amount within the various substance abuse treatment modalities noted above. According to Mr. Larry Meredith, Director of Substance Abuse Services, this authorization is necessary in order to expedite changes and could only be done with approval by the San Francisco Health Commission.

Comment:

1. As previously noted, the proposed legislation would authorize the Director of Substance Abuse Services to approve amendments to the NNA Agreement involving the reallocation of less than ten percent of the annual Agreement amount within the various substance abuse treatment modalities. Based on 9.9 percent of an Agreement amount of \$9,136,293 for FY 1994-95, if the proposed legislation were approved, the Director of Substance Abuse would have the authority to approve

amendments totaling up to \$904,493 without further approval from the Board of Supervisors. As such, the Budget Analyst believes that approval of this provision of the proposed legislation is a policy matter for the Board of Supervisors.

2. As previously noted, the NNA Agreement has an effective date of July 1, 1994. As such, the proposed resolution provides for retroactive approval for the DPH to enter into the NNA Agreement.

Recommendation: The Budget Analyst recommends approval of the proposed ordinance except that we consider granting authorization for the Director of Substance Abuse Services to approve the reallocation of substance abuse monies, without further approval of the Board of Supervisors, to be a policy matter for the Board of Supervisors.

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

Item 8 - File 64-94-21

Department: Real Estate Department
Department of Public Health (DPH)

Item: Resolution authorizing an amendment to the lease of real property at 1540 Market Street, Suite 250, for the Tobacco Free Project and the Assembly Bill 75 Project.

Location: 1540 Market Street, Suite 250

Purpose of Lease: Office space for DPH's Tobacco Free Project and Assembly Bill 75 Project

Lessor: 1540 Market Street Investment Company

No. of Sq. Ft. and Cost Per Month: 2,121 square feet at approximately \$1.08 per square foot, or \$2,297.75 per month

Annual Cost: \$27,573

% Increase over Existing Lease: None

Term of Lease: January 15, 1991 through June 30, 1996 (5 years, 4.5 months)

Right of Renewal: None

Utilities and Janitor Provided by Lessor: Yes

Source of Funds: State Tobacco Tax Revenues

Description: The Department of Public Health's (DPH) Tobacco Free Project was the sole occupant of space located at 1540 Market Street, Suite 250 from January 15, 1991 through June 30, 1994. At the same time, DPH's Assembly Bill (AB) 75 Project was occupying space adjacent to Suite 250, in Suite 260 at 1540 Market Street. The Tobacco Free Project is responsible for developing, implementing and coordinating tobacco use cessation, prevention and policy activities for DPH. The AB 75 Project is responsible for paying private hospitals and physicians for medical care provided to indigents.

The monthly rent for 1540 Market Street, Suite 250, is \$2,297.75, or approximately \$1.08 per square foot for 2,121 square feet. The monthly rent for 1540 Market Street, Suite 260, is \$1,404 per month, or approximately \$1.08 per square foot for 1,296 square feet. In order to reduce rental costs, on July 1, 1994, DPH consolidated the Tobacco Free Project and the AB 75 Project into one office, Suite 250 at 1540 Market Street (the Tobacco Free Project's office), thereby resulting in savings to the City of \$1,404 per month (\$16,848 per year).

The existing lease for Suite 250 is scheduled to expire on December 31, 1994. Because the existing lease does not contain an option to renew, the DPH either has to negotiate a new lease for the premises or move the Tobacco Free Project and the AB 75 Project to a new location. Rather, the Real Estate Department proposed a lease amendment at the existing rental rate that would extend the term of the existing lease to June 30, 1996.

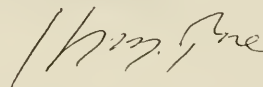
In addition to extending the lease term to June 30, 1996, the proposed lease amendment would add a provision to the lease requiring the lessor, 1540 Market Street Investment Company, to perform tenant modifications at its sole cost, in order accommodate the consolidated office space needs of the Tobacco Free Project and the AB 75 Project. These tenant improvements would consist of the installation of three doors, a door lock, a light switch and a doorbell. As of the writing of this report, the Real Estate Department had not provided a cost estimate for these tenant improvements.

Comment:

Ms. Claudine Venegas of the Real Estate Department advises that the rental rate of approximately \$1.08 per square foot for 2,121 square feet (\$2,297.75 per month) represents the fair market rent for this property.

Memo to Government Efficiency and Labor Committee
December 20, 1994 Government Efficiency and Labor Committee Meeting

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Hallinan
Supervisor Kaufman
Supervisor Migden
President Alioto
Supervisor Bierman
Supervisor Conroy
Supervisor Hsieh
Supervisor Kennedy
Supervisor Leal
Supervisor Maher
Supervisor Shelley
Clerk of the Board
Chief Administrative Officer
Controller
Teresa Serata
Robert Oakes
Ted Lakey

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12/30/94

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GOVERNMENT EFFICIENCY & LABOR COMMITTEE BOARD OF SUPERVISORS CITY AND COUNTY OF SAN FRANCISCO

REGULAR MEETING

TUESDAY, DECEMBER 20, 1994-1:00 PM City Hall, Second Floor, Room 228

MEMBERS: Supervisors Terence Hallinan, Barbara Kaufman, Carole Migden

CLERK: Joni Blanchard

* * * * *

Disability Access

The Board of Supervisors Committee Meeting Room (228) and the Legislative Chamber of the Board are on the second floor of City Hall.



Both the Committee Room and the Chamber are wheelchair accessible. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall. Accessible MUNI line serving this location is the #42 Downtown Loop as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.



There is accessible parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex.



Assistive listening devices are available for use in the Meeting Room and the Board Chamber. A device can be borrowed prior to or during a meeting. Borrower identification is required and must be held by Room 235 staff.

The following services are available on request 72 hours prior to the meeting or hearing:

For American sign language interpreters or the use of a reader during a meeting, contact Violeta Mosuela at (415) 554-7704.

For a large print copy of an agenda, contact Moe Vazquez at (415) 554-4909.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine, and will be acted upon by a single roll call vote. There will be no separate discussion of these items unless a member of the Committee or the public so requests, in which event the matter shall be removed and considered as a separate item:

- a. File 61-94-7. [Contract Award Extension, Water Dept. WD-2159R] Resolution approving an extension of time for award of Water Department Contract No. WD-2159R; see File 61-94-7.1. (Public Utilities Commission)

ACTION:

- b. File 61-94-7.1. [Return of Bid Security, Contract WD-2159R] Resolution approving return of a portion of bid security to low bidder for Water Department Contract WD-2159R. (Public Utilities Commission)

ACTION:

- c. File 89-94-18. [SDI Coverage, Classification 8240] Resolution authorizing enrollment of Classification 8240 Police Communication Shift Supervisor, in the State Disability Insurance Program. (Department of Human Resources)

ACTION:

- d. File 138-94-12. [Grant, "Spousal Abuser Prosecution Program"] Resolution authorizing the District Attorney to retroactively apply for, accept and expend funds not to exceed \$150,000 available through the California Department of Justice for a project entitled "Spousal Abuser Prosecution Program" for the nine-month period 10/1/94 - 6/30/95, placing \$40,000 on reserve. (District Attorney)

ACTION:

- e. File 146-94-32. [Grant, Violence Prevention] Resolution authorizing Department of Public Health, Community Public Health Services, to apply for retroactively, accept and expend a grant of \$177,139, with indirect costs of \$16,103, based on 10% of salaries, from the State Department of Health Services to increase the capacity of the department for supporting violence prevention efforts; providing for ratification of action previously taken. (Department of Public Health)

ACTION:

- f. File 146-94-33. [Grant, General Assistance Recipients] Resolution authorizing Department of Public Health, Community Public Health Services, to retroactively apply for, accept and expend a grant of \$299,000, with indirect costs of \$14,959, based on 22% of salaries, from the Social Security Administration to assist recipients of General Assistance who may be SSI eligible to apply for and receive SSI/SSA benefits; providing for ratification of action previously taken. (Department of Public Health)

ACTION:

- g. File 148-94-12. [Grant, Used Oil Recycling] Resolution authorizing the Department of Public Works to apply for, accept and expend \$235,814 in used oil recycling grant funding from the California Integrated Waste Management Board; waiving indirect costs; providing for ratification of action previously taken. (Department of Public Works)

ACTION:

- h. File 148-94-13. [Grant, Bernal Heights Landscape Buffering Project] Resolution authorizing the Department of Public Works to apply for retroactively, accept and expend grant funding in the amount of \$30,000 from the State of California Resources Agency to fund landscaping in the Bernal Heights area and waiving indirect costs. (Department of Public Works)

ACTION:

- i. File 172-94-46. [Agreement, DPW – S.F. Unified School District] Resolution authorizing Director of Public Works to enter into an agreement with S.F. Unified School District for the use of Yick Wo Elementary School yard, which agreement provides for indemnification from claims or other damages which may arise as a result of performance under said agreement. (Department of Public Works)

ACTION:

- j. File 293-94-1. [Grant, Automate Muni Railway Public Information System] Resolution authorizing the Director of Public Transportation to apply for, accept, and expend \$28,000 from regional revenues for a demonstration grant to procure related items to automate MUNI's public timetable information system, and waiving all indirect costs associated with the grant. (Public Transportation Commission)

ACTION:

- k. File 293-94-2. [Grant, Muni Railway Technical Assistance Project] Resolution authorizing the Public Transportation Commission to apply for \$150,000 of Federal Section 26 operating technical assistance. (Public Transportation Commission)

ACTION:

- l. File 293-94-3. [Grant, Nine Muni Railway Capital Projects] Resolution authorizing Public Transportation Commission to apply for \$37,203,832 of Federal Surface Transportation Program, and Congestion Management Air Quality Capital Assistance, and Section 26 Capital Assistance, and \$17,649,000 of State Transit Capital Improvement Funds, State Traffic Systems Management Funds, State Urban Rail Bond Funds, State Clean Air and Transportation Improvement Act Bond Funds, and \$22,989,399 from various local match sources such as from State Traffic Systems Management Funds, State Transit Assistance Funds, Transportation Development Act Funds, Bridge Toll Net Revenues, Regional Measure One Funds, Gas Tax Revenues, Transit Impact Development Fees, San Francisco Municipal Railway Improvement Corporation Funds, and/or San Francisco County Transportation Sales Taxes for nine Municipal Railway Projects, including \$3,708,639 of indirect costs. (Public Transportation Commission)

ACTION:

- m. File 144-93-6.1. [Release of Reserved Funds] Hearing to consider release of reserved funds, Port Commission, in the amount of \$120,000 for the FHWA Sectuib 1064 Ferry Board Discretionary Program. (Port Commission)

ACTION:

- n. File 94-93-9.1. [Release of Reserved Funds] Hearing to consider release of reserved funds, Public Utilities Commission, in the amount of \$10,500 for the F Market Street Transit Thoroughfare for project implementation activities. (Public Utilities Commission)

ACTION:

REGULAR CALENDAR

2. File 161-94-1.1. [Redevelopment Agency Quarterly Reports] Hearing to consider quarterly reports of the Redevelopment Agency's fiscal condition and performance and of all temporary personnel assignments that have been extended or may be extended beyond six months. (Supervisor Hallinan)
(Consideration continued from 12/6/94)

ACTION:

3. File 197-94-9. [Civic Property and Fixed Assets] Hearing to consider the manner in which City-owned artwork, furnishings and other civic property and fixed assets are accounted for and safeguarded. (Supervisor Hallinan)

ACTION

4. File 97-94-79. [Transfer Workers Compensation Division] Draft ordinance amending Administrative Code by deleting Sections 16.66 and 16.83 and amending Sections 16.81, 16.82, 16.83-1 and 16.83-2 regarding the administration of workers compensation benefits by the Director of Human Resources. (Supervisors Kaufman, Conroy, Leal, Alioto)

ACTION:

5. File 27-94-17. [Lease Modification, Airport, USAir] Ordinance approving Modification No. 7 of Lease and Use Agreement between USAir, Inc. and City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION:

6. File 65-94-18. [Lease, Pier 47, United Shellfish Company] Ordinance approving lease assignment and amendment between the United Shellfish Company and the City and County of San Francisco, operating by and through the San Francisco Port Commission for the wholesale fish processing and retail services for commercial and sports fishing at Fisherman's Wharf. (Port Commission)

ACTION:

7. File 172-94-39. [Hold Harmless and Net Negotiated Amount Agreement] Resolution authorizing the Department of Public Health, Community Substance Abuse Services to enter into a hold harmless and Net Negotiated Amount agreement retroactive to July 1, 1994 for the term July 1, 1994 through June 30, 1997 with the State of California, Department of Alcohol and Drug Programs as a condition of receiving State funds for substance abuse treatment; authorizing and designating Larry Meredith, Ph.D., Director of Substance Abuse Services to sign said agreement and to approve contract amendments for transfers of less than ten percent (10%) of the contracted amount. (Department of Public Health)
(Consideration continued from 12/6/94)

ACTION:

8. File 64-94-21. [Lease Amendment, 1540 Market Street] Resolution authorizing amendment to lease of real property at 1540 Market Street, Suite 250, for the Tobacco Free Project, Department of Public Health. (Real Estate Department)

ACTION:

LITIGATION

The Government Efficiency and Labor Committee of the Board of Supervisors may meet in closed session under the provisions of Government Code Section 54956.9(a) to discuss proposed settlements of the lawsuits listed below. these lawsuits involving the City and County of San Francisco. This motion would be made on the basis that discussion in open session of these proposed settlements would prejudice the position of the City in these lawsuits.

9. File 45-94-67. [Settlement of litigation, Independent Housing] Ordinance authorizing settlement of litigation of Independent Housing Services and Stanley Pauer vs. City and County of San Francisco et al., for staffing and procedural commitments, \$100,000 for contractual services for auditing and training, and \$35,000 in attorney's fees pursuant to a written settlement agreement. (Superior Court No. 955-999) (City Attorney)

ACTION:

10. File 45-94-68. [Settlement of litigation, Bernard Andrzejewski] Ordinance authorizing settlement of litigation of Bernard Andrzejewski, against the City and County of San Francisco by payment of \$250,000. (City Attorney)

ACTION:

11. File 45-94-69. [Settlement of litigation, Debra Rominger] Ordinance authorizing settlement of litigation of Debra Rominger against the City and County of San Francisco by payment of \$15,000. (City Attorney)

ACTION:

12. File 46-94-15. [Settlement of Litigation, Edward & Connie Canavan] Ordinance authorizing settlement of litigation of the City and County of San Francisco against Edward Canavan and Connie Canavan for \$30,000. (Superior Court No. 957-571) (City Attorney)

ACTION:

13. File 46-94-16. [Settlement of Litigation, California Medical Assoc] Ordinance authorizing settlement of City and County of San Francisco v. California Medical Association Properties, Inc., et al., upon receipt of the sum of \$5,100 and dismissal of complaint. (Municipal Court Case No. 107208). (City Attorney)

ACTION:

The Government Efficiency and Labor Committee of the Board of Supervisors may find that it is in the best interests of the City not to disclose any information revealed in its closed session deliberations in the proposed settlements listed above at this time and may move not to disclose any information at this time.

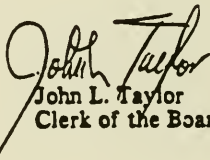
BOARD of SUPERVISORS



City Hall
San Francisco 94102
554-5184

NOTICE OF CANCELLED MEETING
GOVERNMENT EFFICIENCY AND LABOR COMMITTEE

NOTICE IS HEREBY GIVEN that the regularly scheduled meeting of the Government Efficiency and Labor Committee for Tuesday, January 3, 1995, at 1:00 p.m., in Room 228 has been cancelled.


John L. Taylor
Clerk of the Board

**Government Efficiency & Labor Committee
S.F. Board of Supervisors
City Hall, Room 236
San Francisco, CA 94102**

IMPORTANT HEARING NOTICES!!!

